



GENERAL APPLICATION FOR EMPLOYMENT

(Not to be used for Transit Operator or Community Transit Operator Positions)

TO BE COMPLETED BY APPLICANT ONLY. PLEASE PRINT.

FOR HR USE ONLY
Interview Date and Time:

POSITION DETAILS:		
POSITION APPLYING FOR:	COMPETITION # (IF APPLICABLE):	
ALTERNATIVE:		
WOULD LIKE TO BE CONSIDERED FOR:		
<input type="checkbox"/> FULL TIME EMPLOYMENT ONLY <input type="checkbox"/> PART TIME ONLY <input type="checkbox"/> ANY		
DATE AVAILABLE TO START WORK:		
PERSONAL INFORMATION:		
SURNAME:	GIVEN NAMES:	
ADDRESS:	PHONE NUMBER:	
ADDRESS:	ALTERNATE PHONE NUMBER:	
CITY AND PROVINCE:	POSTAL CODE:	EMAIL ADDRESS:
FOR THE PURPOSES OF REFERENCES, PLEASE PROVIDE ANY OTHER NAMES YOU ARE OR HAVE BEEN KNOWN BY: _____		
LEGAL STATUS TO WORK IN CANADA: <input type="checkbox"/> LANDED IMMIGRANT/PERMANENT RESIDENT <input type="checkbox"/> CANADIAN CITIZEN <input type="checkbox"/> WORK PERMIT <input type="checkbox"/> OTHER: _____		
HAVE YOU EVER BEEN EMPLOYED BY BC TRANSIT OR ANY OF ITS PREDECESSOR COMPANIES? <input type="checkbox"/> YES <input type="checkbox"/> NO IF YES, WHEN? _____ WHAT POSITIONS? _____ REASON FOR LEAVING? _____ WORK LOCATIONS? _____		
HAVE YOU APPLIED FOR AND BEEN INTERVIEWED FOR A POSITION AT BC TRANSIT PREVIOUSLY? <input type="checkbox"/> YES <input type="checkbox"/> NO IF YES, PLEASE PROVIDE DETAILS INCLUDIING YEAR AND POSITION: _____		
HAVE YOU EVER BEEN CHARGED OR CONVICTED OF A CRIMINAL OFFENCE FOR WHICH A PARDON HAS NOT BEEN GRANTED? <input type="checkbox"/> YES <input type="checkbox"/> NO IF YES, PLEASE PROVIDE DETAILS AND DATE OF THE OFFENCE: _____		
DO YOU HAVE ANY PHYSICAL OR MENTAL DISABILITIES WHICH WOULD PREVENT YOU FROM EFFECTIVELY CARRYING OUT THE ESSENTIAL DUTIES OF THE JOB FOR WHICH YOU HAVE APPLIED? <input type="checkbox"/> YES <input type="checkbox"/> NO IF YES, PLEASE PROVIDE DETAILS OF THE DISABILITY OR MEDICAL CONDITION: _____		
EDUCATION AND TRAINING:		
List education, qualifications and specialized training including trades qualifications and first aid training. You may be asked to provide copies of certificates.		
<u>CERTIFICATE, DIPLOMA, DEGREE OR QUALIFICATION OBTAINED:</u>	<u>NAME OF SCHOOL:</u>	<u>YEAR COMPLETED:</u>
CHECK THE SKILLS THAT YOU HAVE WHICH ARE RELEVANT TO THE POSITION YOU ARE APPLYING FOR AND INCLUDE DETAILS: <input type="checkbox"/> TYPING SPEED: _____		
<input type="checkbox"/> WORD PROCESSING: _____	<input type="checkbox"/> GRAPHICS: _____	
<input type="checkbox"/> ACCOUNTING: _____	<input type="checkbox"/> DATABASE: _____	
<input type="checkbox"/> SPREADSHEETS: _____	<input type="checkbox"/> OTHER: _____	

CURRENT EMPLOYER:	
POSITION TITLE:	PRIMARY RESPONSIBILITIES:
COMPANY NAME:	NAME OF SUPERVISOR:
ADDRESS:	TELEPHONE NUMBER:
DATES EMPLOYED FROM: MONTH/YEAR	TO: MONTH/YEAR PART TIME <input type="checkbox"/> FULL TIME <input type="checkbox"/>
REASON FOR WANTING TO LEAVE:	
PREVIOUS EMPLOYER(S):	
POSITION TITLE:	PRIMARY RESPONSIBILITIES:
COMPANY NAME:	NAME OF SUPERVISOR:
ADDRESS:	TELEPHONE NUMBER:
DATES EMPLOYED FROM: MONTH/YEAR	TO: MONTH/YEAR PART TIME <input type="checkbox"/> FULL TIME <input type="checkbox"/>
REASON FOR LEAVING:	
POSITION TITLE:	PRIMARY RESPONSIBILITIES:
COMPANY NAME:	NAME OF SUPERVISOR:
ADDRESS:	TELEPHONE NUMBER:
DATES EMPLOYED FROM: MONTH/YEAR	TO: MONTH/YEAR PART TIME <input type="checkbox"/> FULL TIME <input type="checkbox"/>
REASON FOR LEAVING:	
POSITION TITLE:	PRIMARY RESPONSIBILITIES:
COMPANY NAME:	NAME OF SUPERVISOR:
ADDRESS:	TELEPHONE NUMBER:
DATES EMPLOYED FROM: MONTH/YEAR	TO: MONTH/YEAR PART TIME <input type="checkbox"/> FULL TIME <input type="checkbox"/>
REASON FOR LEAVING:	
OTHER DETAILS FOR WORK EXPERIENCE:	
Use this space to provide additional information for any periods of self-employment, not listed above or details on any gaps in employment of more than 3 months.	

SUPPLEMENTARY INFORMATION:
 Use this space to provide additional information about relevant experience/education including volunteer experience or special achievements. A brief description of your personal career and work objective would also be useful. Use additional paper if needed.

HOW DID YOU FIND OUT ABOUT A POSITION AT BC TRANSIT:

<input type="checkbox"/> NEWSPAPER: _____	<input type="checkbox"/> JOB FAIR: _____
<input type="checkbox"/> BC TRANSIT WEBSITE: _____	<input type="checkbox"/> INTERNET: _____
<input type="checkbox"/> FRIEND/FAMILY: _____	<input type="checkbox"/> OTHER: _____

The information on this form is collected under the authority of the BC Transit Act. It is required to assist in the recruitment and selection of employees and as a basis for determining employment suitability. In the case of successful applicants, the information on this form will be used for the purpose of enabling BC Transit to meet its statutory obligations in relation to its employees and for assisting with Human Resources planning.

If you have any questions about the collection and use of this information, please contact:

BC Transit
 Human Resources Department
 520 Gorge Road East, PO Box 610
 Victoria, BC V8W 2P3
 Phone: (250) 385-2551
 Fax: (250) 995-5664
Careers@bctransit.com

I certify that the answers given by me in this application and during the recruitment process are true and complete. I agree to allow BC Transit to seek general references from all former and/or current employers and to confirm all other information set out in this application and supplied during the recruitment process. I understand that, if such answers are at any time found to be false, such answers may be cause for refusal to hire or termination. I acknowledge that depending upon the position applied for, I may, as a condition of employment, be required to consent to supply or complete any of the following:

- | | |
|---|---------------------------|
| 1) Copy of British Columbia Driver's License | 4) Criminal Record Search |
| 2) Copy of Current Driver's Abstract | 5) Credit Bureau Report |
| 3) Copy of Driver's Claims Experience Summary | 6) Medical Examination |

 SIGNATURE OF APPLICANT

 DATE

BC Transit would like to thank all candidates in advance for their interest; however only those selected to participate in the selection process will be contacted.

