APPLICATION FOR EMPLOYMENT

Personal Information

Name: _____

Mailing Address: _____

City: _____ Prov.: _____ Postal Code: _____

Home Phone Number: _____ Cell / Alternate Phone Number: _____

Email Address: _____

Desired Position (Check all that apply)

Please indicate the location and type of employment you are applying for?

Prince Albert ☐ Battleford ☐ Saskatoon ☐

Full-time ☐ Part-time ☐ Casual ☐ Contract / Freelance ☐

Residential		Educational		Other	
Caseworker (masters or undergrad)	☐	Teacher (Valid Saskatchewan Professional "A" Teacher's Certificate required)	☐	Accounting	☐
Youth Care Worker / Personal Support Worker	☐	Educational Assistant	☐	Administrative Services	☐
House Parent	☐	Other (please specify) _____	☐	Human Resources	☐
Other (please specify) _____	☐			Other (please specify) _____	☐

Applicant Information

1. Have you ever been employed by Eagles Nest Youth Ranch? Yes ☐ No ☐
   If yes, what year(s) and location? _____
2. Are you legally entitled to work in Canada? Yes ☐ No ☐
3. Do you have a valid driver's license? Yes ☐ No ☐
   If yes, what type (Novice 1, Novice 2, Class 5, other)? _____
4. Do you have transportation to and from work, including rural travel to Christopher Lake? Yes ☐ No ☐
5. Have you ever had an allegation of harassment or abuse made against you that was *substantiated*, or have you ever been let go from a job due to an abuse or harassment allegation? Yes ☐ No ☐
6. Since the age of eighteen, have you ever been convicted of a misdemeanour or felony? Yes ☐ No ☐
7. Are you able to provide us with a *clear* criminal record check? Yes ☐ No ☐

(Please note that each situation will be judged on its own merit with respect to time, circumstances and seriousness. If considered for employment, a current criminal record check is required.) If you answered yes to any of 5-7 above, please describe the surrounding circumstances. _____

_____

_____

8. How did you learn about this job opening? _____

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Language

9. Which language(s) do you consider yourself to be fluent and or have a working ability? Please check all that apply.

English ☐ French ☐ Other : _____

Availability Information

10. Are you available for shift work (including nights, weekends and holidays)? Yes ☐ No ☐

11. Prince Albert applicants only - Are you available to work at our Christopher Lake location (15-20 mins north of PA)? Yes ☐ No ☐

12. Please check all shifts that you are available to work:

Weekdays (Mon-Fri)		**Weekends (Sat-Sun)**		**Holidays**	
Day shifts (7am-3pm)	☐	Day shifts	☐	Day shifts	☐
Afternoon shifts (3pm-11pm)	☐	Afternoon shifts	☐	Afternoon shifts	☐
Night shifts (12am-12pm)	☐	Night shifts	☐	Night shifts	☐

13. What hours and days are you available to work each week? _____

Qualifications / Training / Post Secondary Education

14. Tell us about any clubs, organizations, societies, or professional groups you belong / have belonged to that have a direct bearing upon your qualifications for the job that you have applied? You may decline to list organizations that would indicate your religion, race, etc.

15. What experiences and/or education have you had that will help you relate to Aboriginal history and/or culture?

16. Describe your professional goals and aspirations.
For the next two years:

In the next 5-10 years:

17. What interests you specifically in working in a residential program with Eagle's Nest Youth Ranch?

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18. Please list your post-secondary information. Begin with your current or most recent information.

Subject Major / Completed Specialization / Course / Training	Institution	Completed		Year Completed	Number of Years Completed	Certificate / Degree / Diploma Received (if applicable)
		Yes	No			

19. Please circle the skills you have, rate your level of skill, and comment on your skills (for how long & where you worked on that skill):

Skill (circle)	Level (check one)			Years	Comments Include position title & work location/employer, if applicable
	Beginner	Intermediate	Advanced		
Supervising Others – Youth / Adults					
Coaching					
Assisting others with bathing/ toileting/hygiene					
Cooking					
Canoeing					
Camping					
Life Guarding					
Horseback Riding					
Musical Instruments					
Sports					
Arts (Dance, Draw, Write)					

Skill (circle)	Level (check one)			Years	Comments Include position title & work location/employer, if applicable
	Beginner	Intermediate	Advanced		
Counseling					
Event Planning					
Addictions Work					
Management					
Computers					
Budgeting					
Office Administration					
Training					
Handyman / Reno Skills					
Mechanical					
Other: _____					

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Employment History

20. Please list your employment history. Start with your current or most recent employer.

Organization, Supervisor, Complete Address and Current Phone Number	Position Title / Type of Work	Dates of Employment	
		From	To

References

21. Please list people who you have worked with, preferably your **direct supervisors**, who we may contact. Please do NOT list friends, relatives, or coworkers as references.

Reference's Name and Work Title	Organization and Address	Reference's Direct Phone Number

Confirmation and Release Authorization

I confirm that the information I have given in this application is true and complete. I understand that providing false information, or making misrepresentations or omissions may be grounds for rejecting my application or, if hired, immediate termination of employment.

In signing this employment application, I authorize the Eagles Nest Youth Ranch to verify the information provided herein and to obtain any other information relevant to this application. I authorize Eagle's Nest Youth Ranch to verify this information and obtain any other information by telephone or in writing from my current or former employers, educational institutions, and my personal references.

I hereby authorize and grant permission to my previous employer(s) educational institution(s), and my references to give Eagle's Nest Youth Ranch any information concerning my previous employment, work performance, education and any other pertinent information concerning my professional competence, ethics, character and other qualifications for employment.

I release Eagle's Nest Youth Ranch from any and all liability arising from the verification of my prior employment history, criminal record, child abuse record, educational record, references, and any other information.

Signature _____ **Date** _____