



Application for Employment

Human Resources Division

Room E140 Administration Bldg., 105 Administration Place, University of Saskatchewan
Saskatoon, SK S7N 5A2

Job Line: (306) 966-6289 Fax Number: (306) 966-7026
Internet Address: <http://adminsrv.usask.ca/hrdivision>

INSTRUCTIONS: PLEASE COMPLETE IN FULL. ENSURE THAT YOU HAVE READ AND SIGNED THE DECLARATION FOR EMPLOYMENT ON THE LAST PAGE.

**Position
Applying For:**

Competition # _____
Job Title: _____

**Note: Complete one
application form per
competition #.**

PERSONAL DATA

Name: _____
Last First Middle

Mailing Address: _____
No. Street City Postal Code

Permanent Address: _____
(If Different from Above)

Telephone Home: _____ Business: _____ Fax: _____

Are you legally entitled to work in Canada? Yes No

As an adult, have you ever been convicted of an offence other than a traffic violation? Yes No

Are you able to work shifts (non-standard hours) if required? Yes No

Do you have any relatives working at the University of Saskatchewan? Yes No

If yes, name(s): _____

Have you ever been employed by the University of Saskatchewan? Yes No

If yes indicate:

Dates of Employment: _____

Position/Department: _____

EDUCATION AND TRAINING

	Name & location of institution	Number of years completed	Field of Study	Grade/Diploma/Degree and year completed
High School/GED				
Commercial, Trade or Technical Training				
Undergraduate College/University				
Graduate/Professional				
Other Continuing Education				

Professional Qualifications/
Memberships/Licenses if applicable:

SPECIALIZED SKILLS

A. SECRETARIAL/CLERICAL SKILLS:

- Word Processing Software: _____
 Spreadsheet Software: _____
 Database Software: _____
 Keyboarding _____ nwpm
 Other _____ specify
 Dictaphone
 Data Entry
 Graphics
 Special Terminology _____ specify

B. COMPUTER SKILLS: IBM Mac VAX/VMS

Please specify computer systems you have worked with, courses you have taken and your working knowledge of computer software:

C. TECHNICAL SKILLS:

D. TRADES/MAINTENANCE SKILLS:

E. LANGUAGE SKILLS: Spoken: _____ Written: _____

F. If you are applying for a position requiring a driver's license, please complete the following:

Do you have a valid driver's license? Yes No Class: _____ Province: _____

PREVIOUS EMPLOYMENT

(begin with most recent)

Name of Employer:	Address:
Last Position Held:	Phone:
Name of Supervisor:	Reason for Leaving:
Period Employed:	Final Salary:

Duties:

Name of Employer:	Address:
Last Position Held:	Phone:
Name of Supervisor:	Reason for Leaving:
Period Employed:	Final Salary:

Duties:

Name of Employer:	Address:
Last Position Held:	Phone:
Name of Supervisor:	Reason for Leaving:
Period Employed:	Final Salary:

Duties:

REFERENCES

List three persons, other than relatives or personal friends, who can judge your work ability.

	NAME	COMPANY	POSITION	TELEPHONE
1.	_____	_____	_____	_____
2.	_____	_____	_____	_____
3.	_____	_____	_____	_____

May we contact your present employer for a reference? Yes No Previous Employers? Yes No

If no, please state reasons: _____

Please use this space to enlarge upon other relevant information, skills, education, training, previous employment, special achievements, job interests, volunteer work, hobbies, or any additional information that you feel should be added to this application.

If you wish to attach your resume, please do so. RESUME ATTACHED

Declaration:

It is understood and agreed that the University of Saskatchewan may at anytime seek verification of the above and further information in considering my suitability for any position, or benefits, at the University of Saskatchewan. I hereby request and authorize anyone approached by the University of Saskatchewan, its employees and agents, to provide them with any and all information requested to the best of their ability. I hereby release the University, its employees and agents, and anyone providing information pursuant to a request from the University to provide information about me, from any and all claims whatsoever which may arise as a result of the release of such information. I understand and agree that any omission, false or misleading statement may disqualify me from employment, or result in dismissal. A photographic copy of this authorization shall be as valid as the original.

_____ Date

_____ Signature of Applicant

Thank you for taking the time to complete this application and for your interest in the University of Saskatchewan.

The University of Saskatchewan is committed to the principles of Employment Equity and welcomes applications from all qualified candidates. Women, people of aboriginal descent, members of visible minorities, and people with disabilities are invited to identify themselves as members of these designated groups. Please feel free to use the Voluntary Declaration form available from the Human Resources Division office or from HRD's web site at <http://www.usask.ca/hrd/forms/> and attach to this Application or to your resume.

This person self-identified as a member of a designated group as defined by the University's Employment Equity Plan and the self-identification is attached to this application. Yes No

Date: _____

Signature: _____



UNIVERSITY OF SASKATCHEWAN
EMPLOYMENT EQUITY IDENTIFICATION FORM
(Voluntary Declaration)

The University of Saskatchewan administers an Employment Equity Plan, which has been approved by the Saskatchewan Human Rights Commission. One of our goals is to increase the representation of Designated Group Members in under-represented positions within our workplace. Designated Group Members are Aboriginal people, people with disabilities, visible minorities, and women (with a focus on occupations which are considered non-traditional for women). Every vacancy is considered to be an opportunity to achieve Employment Equity goals.

Position being applied for? **Posting #** _____ **Job Title** _____ **Casual File**

If you wish to be considered under the Employment Equity Plan, please check the following areas, which apply to you. Your answers to these questions may be used in selection decisions. However, failure to complete this form will not jeopardize your employment opportunities.

1. Male Female

2. Aboriginal peoples are persons in Canada who identify themselves to be Status or Treaty Indian, Non-Status Indian, Inuit, or Metis. *Do you consider yourself to be an aboriginal person?* Yes No

3. Many Canadians are members of visible minority groups. Visible Minority does not refer to nationality or religion, but refers to people who identify themselves as being non-Caucasian in race, or non-white in colour. *Do you consider yourself to be a member of a visible minority group? **If you answered yes to Question 2, the answer to this question is no.*** Yes No

4. Persons with disabilities are those individuals whose prospects of securing employment, receiving training, and advancing in suitable employment may be substantially reduced as a result of a physical or mental impairment. *Do you consider yourself to be a person with a disability, which may disadvantage you in employment?* Yes No

5. If you have a disability, what functions can you not perform and what accommodations could be made which will allow you to do the job? _____

NAME: (please print) _____

DATE: _____