

APPLICANT TO COMPLETE THIS SECTION ONLY AFTER BEING HIRED

The following information requested is needed for either:

- Benefit Programs, or
- legally permissible reasons (income tax deductions)

Date of Birth: _____

Sex: Male Female

Marital Status: Single Engaged Married

Separated Divorced Widowed

Number of Dependents including yourself: _____

Social Insurance Number: _____

DRIVERS ONLY TO COMPLETE

Driver's Licence #: _____

Expiry Date: _____

PERSON(S) TO BE NOTIFIED IN THE EVENT OF AN ACCIDENT OR EMERGENCY

1 NAME: _____

ADDRESS: _____

CITY: _____ PROV: _____

POSTAL CODE: _____

DAY TIME PHONE: _____

NIGHT TIME PHONE: _____

RELATIONSHIP: _____

2 NAME: _____

ADDRESS: _____

CITY: _____ PROV: _____

POSTAL CODE: _____

DAY TIME PHONE: _____

NIGHT TIME PHONE: _____

RELATIONSHIP: _____

3 DOCTOR'S NAME: _____

DOCTOR'S PHONE #: _____

B.C.MEDICAL #: _____

Interview: Yes No

Date: _____ Time: _____

Comments: _____

Acceptable for Employment? Yes No

Full Time Part Time

Starting Rate: \$ _____ per

Starting Date: _____

Occupation: _____

Branch: _____

Interviewed by: _____

Employed by: _____

Approved by: _____ Date: _____

Date of next review: _____

DATE

The B.C. Human Rights Code prohibits discrimination against a person with respect to employment or any term or condition of employment, because of race, colour, ancestry, place of origin, religion, marital status, family status, physical or mental disability, sex, sexual orientation or age of that person or because that person has been convicted of a criminal or summary conviction or offence that is unrelated to the employment of that person.

APPLICATION FOR EMPLOYMENT

PERSONAL INFORMATION

NAME:

ADDRESS:

CITY:

PROV:

POSTAL CODE:

PHONE:

LORDCO would like to thank you for your interest in applying for a position with us. We base employment opportunities on merit only and no other considerations.

Job applied for:

Rate of pay expected: \$ per

How did you learn of this opening?

Do you want to work: Full Time Part Time

Specify days and hours if part time:

Have you worked for us before?

If yes, when?

Do you know anyone who currently works here?

If hired, on what date will you be available to start work?

Are there any other experiences, skills, or qualifications which you feel would especially fit the job you are applying for?

If hired, do you have reliable means of transportation to get to work? Yes No

If applying for a driving job, do you have a valid B.C. Driver's Licence? Yes No

How many years/months have you operated a manual transmission vehicle? Years Months

Are you bondable? Yes No

Hobbies and Interests:

Job Expectations:

Goals:

List qualities that you think employers look for in their employees:

Return completed application form to:

LORDCO PARTS LTD.

LORDCO

EDUCATION

High School: _____

Last Year Attended: _____

Graduated: Yes No

Course or Major: _____

Describe Course of Study: _____

College/University: _____

Year From: _____ To: _____

Course or Major: _____

Describe Course of Study: _____

Business or Trade School: _____

Year From: _____ To: _____

Course or Major: _____

Describe Course of Study: _____

Other Relevant Courses: _____

Year From: _____ To: _____

Course or Major: _____

Describe Course of Study: _____

Special Training, Apprenticeship, extracurricular activities: _____

WORK HISTORY

• Starting with present or latest employer

1 Dates From: _____ To: _____

Name of Employer: _____

Address of Employer: _____

Rate of Pay Start: _____ Finish: _____

Supervisor's Name: _____

Supervisor's Title: _____

Duties: _____

Reason for leaving: _____

2 Dates From: _____ To: _____

Name of Employer: _____

Address of Employer: _____

Rate of Pay Start: _____ Finish: _____

Supervisor's Name: _____

Supervisor's Title: _____

Duties: _____

Reason for leaving: _____

3 Dates From: _____ To: _____

Name of Employer: _____

Address of Employer: _____

Rate of Pay Start: _____ Finish: _____

Supervisor's Name: _____

Supervisor's Title: _____

Duties: _____

Reason for leaving: _____

May we contact the above employers?:

• Please indicate which ones you do not wish us to contact.

PERSONAL REFERENCES

• If available

1 NAME: _____
 OCCUPATION: _____
 ADDRESS: _____

 CITY: _____ PROV: _____
 POSTAL CODE: _____
 PHONE: _____

2 NAME: _____
 OCCUPATION: _____
 ADDRESS: _____

 CITY: _____ PROV: _____
 POSTAL CODE: _____
 PHONE: _____

3 NAME: _____
 OCCUPATION: _____
 ADDRESS: _____

 CITY: _____ PROV: _____
 POSTAL CODE: _____
 PHONE: _____

WORK REFERENCES

• If available

1 CONTACT: _____
 COMPANY NAME: _____
 ADDRESS: _____

 CITY: _____ PROV: _____
 POSTAL CODE: _____
 PHONE: _____

2 CONTACT: _____
 COMPANY NAME: _____
 ADDRESS: _____

 CITY: _____ PROV: _____
 POSTAL CODE: _____
 PHONE: _____

3 CONTACT: _____
 COMPANY NAME: _____
 ADDRESS: _____

 CITY: _____ PROV: _____
 POSTAL CODE: _____
 PHONE: _____

APPLICANT'S CERTIFICATION AND AGREEMENT

PLEASE READ FULLY AND COMPLETELY BEFORE SIGNING

I hereby certify that the facts set forth in the above employment application are true and complete to the best of my knowledge. I understand that if I am hired by Lordco Parts Ltd., falsified statements made on this application shall constitute sufficient cause for immediate dismissal.

SIGNATURE OF APPLICANT: _____

DATE: _____, 20____