

APPLICATION FOR EMPLOYMENT  
TOWN OF HANNA

**Public Works Department**

Preference may be given to those who are available to begin work in May. The Public Works Department works Monday – Friday but occasional weekends may be required.

This position requires a lot of outdoor and physical work. Some of the duties this individual may encounter are:

Fire hydrant maintenance	Roadway crack sealing
Line Painting	Weed control
Computer work	Shop cleaning
Manhole and sewer system flushing and maintenance	

For more information, Contact:  
Brent Olesen, Director of Public Works  
(403) 854-4433 Em: bolesen@hanna.ca

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**Personal Information** (Please print clearly)

Name \_\_\_\_\_ Telephone # (\_\_\_\_) \_\_\_\_\_  
*Last First*

Mailing Address \_\_\_\_\_

\_\_\_\_\_  
*Town/City Province Postal Code*

Email: \_\_\_\_\_ Cell Phone: (\_\_\_\_) \_\_\_\_\_

Date: \_\_\_\_\_

Are you available to work:

- Full-time  
 Part-time Specify days and hours if part-time \_\_\_\_\_

Were you previously employed with us? \_\_\_\_\_ If yes when? \_\_\_\_\_

If your application is considered favorably on what date will you be available for work?

\_\_\_\_\_, 20\_\_\_\_\_

<b>Education</b>				
<b>Type of School</b>	<b>Name of School</b>	<b>Location</b> (complete mailing address)	<b>Years Completed</b>	<b>Major &amp; Degree</b>
<b>High School</b>				
<b>Post Secondary</b>				

<b>Employment</b>		
<b>Company:</b> <b>Address:</b> <b>Phone No. ( )</b>	<b>Name of Supervisor:</b> <b>Duties Performed:</b>	<b>Employed From: To:</b> <b>Reason for Leaving</b>
<b>Company:</b> <b>Address:</b> <b>Phone No. ( )</b>	<b>Name of Supervisor:</b> <b>Duties Performed:</b>	<b>Employed From: To:</b> <b>Reason for Leaving</b>
<b>Company:</b> <b>Address:</b> <b>Phone No. ( )</b>	<b>Name of Supervisor:</b> <b>Duties Performed:</b>	<b>Employed From: To:</b> <b>Reason for Leaving</b>

Personal References (exclude Supervisors listed above and relatives)		
Name	Relationship:	Phone No. ( )
Name	Relationship:	Phone No. ( )

Have you been charged with a criminal offence? If so, please explain.

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I have not been charged with a criminal offence.

\_\_\_\_\_

*Date*

\_\_\_\_\_

*Signature*

\_\_\_\_\_

*Signature of Parent (if under 18 years)*

Should you be successful in obtaining employment with the Town of Hanna, you may be required to supply a driver's abstract, criminal record check or a vulnerable person's background check depending upon your duties or position with the Town.

I certify that the above information is correct. I authorize the references, supervisors and educational institutions listed above to give you any information concerning my prior employment or education. I understand that you, as my potential employer are collecting my personal information on this form and from the references, supervisors and educational institutions listed above to determine my suitability for the position I have applied for and, if I am hired, for the purpose of our employment relationship. I understand and agree that you, as my potential employer, will use and disclose my personal information only for those purposes or as permitted or required by law. By signing this form, I consent to the collection, use and disclosure by you, as my potential employer, of my personal information for these purposes.

\_\_\_\_\_

*Date*

\_\_\_\_\_

*Signature of Applicant*

~ Please attach any additional information you feel may be helpful in our selection ~