

APPLICATION FOR EMPLOYMENT  
TOWN OF HANNA  
COMMUNITY SERVICES DEPARTMENT

**Summer Program – Program Leaders**

Applicants who are applying for **Program Manager** are requested to indicate such, outlining leadership and supervisory skills, training and/or experience.

This position requires that you be a friendly, dynamic, resourceful and high energy leader

Must be actively involved in the planned activities and events.

Ensure that the facility is clean, safe and secure for program activities.

Ensure that accurate records and reports are completed as required.

Must maintain confidentiality and adhere to safe workplace operation at all times.

Must be willing to work evenings and/or weekends as required.

Must be willing to attend training for First Aid and/or attend programming or event training as requested.

Preference will be given to those applicants who have successfully completed the Community Services Leaders in Training Program.

Those interested can submit their resume or application:

- in person at the Town Office during business hours
- by mail at Box 430
- by email to [admin@hanna.ca](mailto:admin@hanna.ca). Please follow up within 5 business days if you have not received a reply indicating the application has been received.

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**Personal Information**

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>

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

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 ~**