

Preference may be given to those who are able to work flexible hours. Shift work, weekends and evenings may be required depending upon facility coverage requirements.

This position requires that you be friendly and outgoing with the public and patrons of the facility. Duties include customer reception, providing information and responding to customer inquiries, program registration, receipt of cash, daily cash out, general cleaning and janitorial maintenance. Successful candidate must be detailed orientated and self-motivated. Record keeping, report writing, strong communication and computer skills are essential.

For more information, Contact:

[admin@hanna.ca](mailto:admin@hanna.ca)

## Personal Information

Name \_\_\_\_\_  
*Last* *First*

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

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

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

Are you available to work:

- Full-time  
 Part-time → Specify days and hours

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\_\_\_\_.



## Education – High School

Name & Location & years completed for Gr. 9-12.

## Education – Post Secondary

Name & Location & years completed for the past 3 years.

## Employment

Please attach the following information for the past 3 employers or jobs (minimum).

- Company Name
- Company Address
- Employed from (date) to (date)
- Name of Supervisor:
- Contact Information for Supervisor:
- Duties Performed
- Reason for Leaving

## Personal References

Please attach the following information for a minimum of 2 additional personal references. Do not include relatives or the contacts listed above.

- Name
- Phone
- Relationship



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

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 provide 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*