



B.H. Allen Building Centre Ltd.

# APPLICATION FOR EMPLOYMENT

**PERSONAL INFORMATION:**

DATE OF APPLICATION: \_\_\_\_\_

Name:

.....  
Last

.....  
First

.....  
Middle

Address:

.....  
Street

.....  
(Apt)

.....  
City,

.....  
Prov.

.....  
Postal Code

Contact Information:

( )

.....  
Home Telephone

( )

.....  
Cell

.....  
Email

**POSITION(s) SOUGHT:**

Cashier  Hardware  Electrical  Paints  Plumbing  Building supplies  Lumber yard  Seasonal   
Shipping/receiving  Administrative  Kitchen/bath designs  Floor/sales management

Full Time:

Part Time:

Temporary:

Available Start Date: \_\_\_\_\_ Desired pay range (hour or salary): \_\_\_\_\_

List any special skills or abilities you have, that may help in performing the above mentioned position.

.....  
.....

**AVAILABILITY:**

|           |                              |                                  |                                |
|-----------|------------------------------|----------------------------------|--------------------------------|
| Sunday    | Day <input type="checkbox"/> | Evening <input type="checkbox"/> | Night <input type="checkbox"/> |
| Monday    | Day <input type="checkbox"/> | Evening <input type="checkbox"/> | Night <input type="checkbox"/> |
| Tuesday   | Day <input type="checkbox"/> | Evening <input type="checkbox"/> | Night <input type="checkbox"/> |
| Wednesday | Day <input type="checkbox"/> | Evening <input type="checkbox"/> | Night <input type="checkbox"/> |
| Thursday  | Day <input type="checkbox"/> | Evening <input type="checkbox"/> | Night <input type="checkbox"/> |
| Friday    | Day <input type="checkbox"/> | Evening <input type="checkbox"/> | Night <input type="checkbox"/> |
| Saturday  | Day <input type="checkbox"/> | Evening <input type="checkbox"/> | Night <input type="checkbox"/> |

**EDUCATION:**

|                       | Name and Location | Years Completed – Degree? | Major / Subjects of Study |
|-----------------------|-------------------|---------------------------|---------------------------|
| High School           |                   |                           |                           |
| College or University |                   |                           |                           |
| Other Education       |                   |                           |                           |

**PREVIOUS EXPERIENCE:**

Please list beginning from most recent

| Dates Employed (from/to) | Company Name | Location | Role/Title |
|--------------------------|--------------|----------|------------|
|                          |              |          |            |
| Supervisor Name          | Telephone    | Salary   |            |
|                          |              |          |            |

Tasks performed and reason for leaving:

.....

.....

| Dates Employed (from/to) | Company Name | Location | Role/Title |
|--------------------------|--------------|----------|------------|
|                          |              |          |            |
| Supervisor Name          | Telephone    | Salary   |            |
|                          |              |          |            |

Tasks performed and reason for leaving:

.....

.....

| Dates Employed (from/to) | Company Name | Location | Role/Title |
|--------------------------|--------------|----------|------------|
|                          |              |          |            |
| Supervisor Name          | Telephone    | Salary   |            |
|                          |              |          |            |

Tasks performed and reason for leaving:

.....

.....

**GENERAL AUTHORIZATION:**

I, \_\_\_\_\_ hereby authorize any company, institution, corporation, association, or any previous employer mentioned herein, or any body acting on its behalf, to make available any information concerning me for the purposes of this form. By this authorization, I release any such entity of any liabilities in this regard. I recognize that such information may include personal details about me. Moreover, I declare that the information provided in this form is accurate. I understand that any false statement made herein shall constitute grounds for invalidating my application and my immediate dismissal in the event that I am hired.

Signature: \_\_\_\_\_

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