



# Application for Employment

Visit our website at:  
www.reginalibrary.ca

Return to:  
Regina Public Library  
Human Resources  
P.O. Box 2311, Regina, Saskatchewan S4P 3Z5  
Fax: (306) 949-7273  
(Resumé may be attached to the completed application form.)

PLEASE PRINT

COMPETITION # \_\_\_\_\_

## PERSONAL INFORMATION

Name: \_\_\_\_\_  
(Last) (First) (Middle initial)

Address: \_\_\_\_\_  
(Street) (Apt. #)

\_\_\_\_\_

(City)

(Province)

(Postal code)

Phone Number: \_\_\_\_\_  
(Residence) (Business/Cell)

E-mail Address: \_\_\_\_\_

Are you legally entitled to work in Canada? Yes \_\_\_\_\_ No \_\_\_\_\_

## WORK PREFERENCE

Full-time: Yes \_\_\_\_\_ No \_\_\_\_\_ Part-time: Yes \_\_\_\_\_ No \_\_\_\_\_

Temporary: Yes \_\_\_\_\_ No \_\_\_\_\_ Date Available for work: \_\_\_\_\_

If a student, are you returning to school in the fall? Yes \_\_\_\_\_ No \_\_\_\_\_

Are you available to work:

- (a) Evenings Yes \_\_\_\_\_ No \_\_\_\_\_
- (b) Saturdays Yes \_\_\_\_\_ No \_\_\_\_\_
- (c) Sundays Yes \_\_\_\_\_ No \_\_\_\_\_
- (d) Variable Shifts Yes \_\_\_\_\_ No \_\_\_\_\_

**Note:** Most library positions require some evening and/or weekend work.

**EDUCATION AND TRAINING**

Grade 12 Diploma \_\_\_\_\_ GED \_\_\_\_\_ Highest Grade Completed \_\_\_\_\_

Degree/Diploma Certificate/License	Specialization	Institution	Complete	
			Yes	No

Describe any other courses, training, apprenticeships or educational programs you have taken:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Clerical Skills:**

Typing speed (wpm): \_\_\_\_\_

Computer skills /software knowledge: \_\_\_\_\_

\_\_\_\_\_

**If applying for a position in the Physical Plant Unit, please answer the following questions:**

(a) Do you have a valid driver's license? Yes \_\_\_\_\_ No \_\_\_\_\_

If 'Yes', state class and endorsements: \_\_\_\_\_

(b) Do you have a Fireman's Certificate? Yes \_\_\_\_\_ No \_\_\_\_\_

(c) Do you have a Refrigeration Certificate? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, is it: Operator's \_\_\_\_\_ or Engineer's \_\_\_\_\_

(d) Do you have a 5<sup>th</sup> Class Certificate? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, how long held? \_\_\_\_\_ Expiry date? \_\_\_\_\_

## WORK EXPERIENCE

List previous positions, starting with the most recent position held.

Name of Current or Most Recent Employer

Address

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Type of Business

Job Title (current/most recent)

---

Describe the Duties of this Position

---

Start Date

End Date

---

Reason for Leaving

---

Name of Next Previous Employer

Address

---

Type of Business

Job Title (current/most recent)

---

Describe the Duties of this Position

---

Start Date

End Date

---

Reason for Leaving

---

Name of Next Previous Employer

Address

---

Type of Business

Job Title (current/most recent)

---

Describe the Duties of this Position

---

Start Date

End Date

---

Reason for Leaving

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**OTHER EXPERIENCE / SKILLS**

List other skills, qualifications or volunteer experience you have that would relate to your application for employment.

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**REFERENCES**

Please provide the names, work relationships and phone numbers of 2 references, not relatives or personal friends, who have knowledge of your training, experience and capability.

1. \_\_\_\_\_

2. \_\_\_\_\_

**DECLARATION *(please read carefully before signing)***

1. I authorize the Regina Public Library to make any inquiries concerning the above information and agree to release any person or organization from the consequences of answers to such inquiries.

2. I certify that the answers to the above questions are true and complete to the best of my knowledge. I understand and agree that any omission, false or misleading statement may disqualify me from employment or result in immediate dismissal.

Signature \_\_\_\_\_ Date \_\_\_\_\_

**VOLUNTARY DECLARATION**

Persons with disabilities are those individuals whose prospects of securing employment, receiving training and advancing in suitable employment may be substantially reduced as a result of physical or mental impairment. Do you consider yourself to be a person with a disability which may disadvantage you in employment? If yes, what functions can you not perform and what accommodations are required to enable you to work successfully?

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**We thank all applicants for their interest; however, only those selected for interviews will be contacted. This application is valid for 3 months.**