

EMPLOYMENT APPLICATION

Please prepare an Application Package consisting of this application form, a current resume, and covering letter. The deadline for applications is noted on each individual posting. All applications must be received by the posted deadline date. **Precept Ministries Inc. is an employment equity employer.**

Position Applied For:

Please indicate how you learned of this position:

Newspaper Ad
 Walk-in
 Internet Site
 Employee Referral
 Friend
 Other _____

PERSONAL	
Last Name	First Name
Address	City
Province, Country	Postal Code
Home Telephone Number : Can Message be left? <input type="checkbox"/> Yes <input type="checkbox"/> No	Alternate Telephone Number: Can Message be left? <input type="checkbox"/> Yes <input type="checkbox"/> No
Are you legally entitled to work in Canada (Canadian Citizen or Landed Immigrant, Student Visa)? <input type="checkbox"/> Yes <input type="checkbox"/> No	Have you worked for Precept Ministries in the past? <input type="checkbox"/> Yes <input type="checkbox"/> No If so, when?
Have you ever been convicted of a criminal offence for which a pardon has not been granted? <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, please specify:
For employment references, may we contact your present employer? <input type="checkbox"/> Yes <input type="checkbox"/> No	May we contact your previous employer(s)? <input type="checkbox"/> Yes <input type="checkbox"/> No

EDUCATION	
Secondary School	College
Highest Grade Completed:	Level/Years Completed:
Diploma Awarded:	Name of Program:
Languages Spoken:	Length of Program:
Languages Understood:	License, Certificate or Diploma Awarded <input type="checkbox"/> Yes <input type="checkbox"/> No Type:

	University	University
University Attended		
Length of Program/ Major		
Degree Awarded	Type: <input type="checkbox"/> Yes <input type="checkbox"/> No	Type: <input type="checkbox"/> Yes <input type="checkbox"/> No

*Education levels achieved and degrees obtained may be subject to verification if an offer of employment is extended.

Other courses, workshops, seminars	Licences, Certificates, Degrees
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I am proficient with the following software: _____ .

Typing Speed: _____ wpm

EMPLOYMENT

Start with your present or most recent job. Attach additional sheets or include additional information on your resume.

Present/Last Employer	Employer Address
Type of Business	Your Job Title
Period Employed From (mo/yr) To (mo/yr)	Reason for Leaving
Name and Title of Immediate Supervisor	Telephone Number of Immediate Supervisor
Describe Job Duties and Responsibilities	

Present/Last Employer	Employer Address
Type of Business	Your Job Title
Period Employed From (mo/yr) To (mo/yr)	Reason for Leaving
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Describe Job Duties and Responsibilities	

Present/Last Employer	Employer Address
Type of Business	Your Job Title
Period Employed From (mo/yr) To (mo/yr)	Reason for Leaving
Name and Title of Immediate Supervisor	Telephone Number of Immediate Supervisor
Describe Job Duties and Responsibilities	

OTHER

Please list any volunteer work that relates to the position you are applying for.

Why do you want to work at Precept Ministries International and what do you know about Precept Ministries International and its activities?

Please list any friends or relatives who currently work at Precept Ministries International:

PLEASE READ THE FOLLOWING CAREFULLY

I certify that all information given on this application is correct. I understand that any falsification, misrepresentation or willful omissions may constitute grounds for termination. I understand Precept Ministries Inc will obtain information from others concerning this application. I release Precept Ministries Inc and any other person providing information concerning me, from any liability or any claim of any kind related to any inquiry or response to any inquiry concerning this application or my prior education, work experience and performance. If hired, I agree to abide by all rules and regulations of Precept Ministries Inc, including serving an initial probationary period.

Applicant Signature

Date

The preferred method for submitting application packages is by e-mail to: msheldrake@preceptministries.ca.
If you are unable to send applications by e-mail, you may apply by fax or drop-off your application package to:

Precept Ministries • HR Department • 14 Holiday Drive • Brantford, ON • N3R 7J4 • tel 519-751-7600 • fax 519-751-7666