Seventh-day Adventist Church – Quebec Conference

Employment Application

Applicant Information

Full Name: _____
Last *First* *M.I.*

Address: _____
Street Address *Apartment/Unit #*

_____
City *State* *Postal Code*

Phone: _____ Email _____

Date Available: _____ Do you have Driver's License? Yes ☐ No ☐

Position Applied for: _____ Desired Salary **$** _____

Are you authorized to work in Canada? YES ☐ NO ☐

Have you ever worked for an SDA Organization? YES ☐ NO ☐ If yes, when? _____

Have you ever been convicted of a criminal or penal offense committed in Canada or abroad? YES ☐ NO ☐

Are you under a criminal charge with respect to a criminal offense, a charge that is still pending? YES ☐ NO ☐

Education

High School: _____ Address: _____

From: _____ To: _____ Did you graduate? YES ☐ NO ☐ Diploma: _____

College: _____ Address: _____

From: _____ To: _____ Did you graduate? YES ☐ NO ☐ Degree: _____

Other: _____ Address: _____

From: _____ To: _____ Did you graduate? YES ☐ NO ☐ Degree: _____

References

Please list three professional references.

Full Name: _____ Relationship: _____

Company: _____ Phone/E-mail: _____

Full Name: _____ Relationship: _____

Company: _____ Phone/E-mail: _____

Full Name: _____ Relationship: _____

Company: _____ Phone/E-mail: _____

Previous Employment

Organization: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____ Salary (optional) :**$** _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES ☐ NO ☐

Organization: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____ Salary (optional):**$** _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES ☐ NO ☐

Language Skills

French	Spoken:	Fluent ☐	Intermediate ☐	Beginner ☐
	Written:	Advanced ☐	Intermediate ☐	Beginner ☐
English	Spoken:	Fluent ☐	Intermediate ☐	Beginner ☐
	Written:	Advanced ☐	Intermediate ☐	Beginner ☐

Other: _____ Fluent ☐ Intermediate ☐ Beginner ☐

Other: _____ Fluent ☐ Intermediate ☐ Beginner ☐

Computer Skills

MS Word	Advanced ☐	Intermediate ☐	Beginner ☐
MS Excel	Advanced ☐	Intermediate ☐	Beginner ☐
MS PowerPoint	Advanced ☐	Intermediate ☐	Beginner ☐
E-mail/Outlook	Advanced ☐	Intermediate ☐	Beginner ☐

Disclaimer

I certify that my answers are true and complete to the best of my knowledge.

If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.

Signature: _____ Date: _____