BRENTWOOD
COLLEGE SCHOOL

EMPLOYMENT APPLICATION FORM

Use of this form is required for application for employment to Brentwood College School. *Please print legibly.*

1. ***For advertised positions****: Submit applications in accordance with instructions on the Brentwood College School website. Some postings will require additional documentation, such as cover letters, as specified in the position posting. Applications for posted positions must be received by 12:00pm. on the closing date, and must be complete.*

2. ***Unsolicited applications (i.e. applications not in response to a specific advertised position):*** *Submit to:*

Human Resources
Brentwood College School
2735 Mt. Baker Road
Mill Bay, BC V0R 2P1
hr@brentwood.bc.ca

POSITION APPLIED FOR: _____

IS THIS AN ADVERTISED JOB POSTING? Yes ____ No _____

FIRST NAME _____ LAST NAME _____

ADDRESS: _____

CONTACT PHONE NUMBER: _____ EMAIL _____

ARE YOU 19 YEARS OF AGE OR OLDER? Yes _____ No____

ARE YOU LEGALLY ENTITLED TO WORK IN CANADA?
(Persons legally eligible to work are Canadian citizens, landed immigrants, or those on special permit. Documentary evidence of eligibility may be required) Please indicate eligibility below:

Canadian Citizen _____ Landed Immigrant _____ Permit (provide expiry date) _____

DO YOU HOLD A VALID BC DRIVER'S LICENCE? Yes ____ No ____ Class ____

DO YOU HAVE ANY ILLNESS OR DISABILITY THAT MAY AFFECT YOUR ABILITY TO PERFORM THE DUTIES OF THE POSITION FOR WHICH YOU ARE APPLYING?

Yes ____ No ____ IF YES, PLEASE EXPLAIN. _____

HAVE YOU PREVIOUSLY WORKED FOR BRENTWOOD COLLEGE SCHOOL?
Yes ____ No _____ IF YES, IN WHAT POSITION? _____

EDUCATION AND TRAINING (Include high school, university, and any relevant technical or other certification):

School	Date Completed	Grade Completed or Certification/Degree Obtained

EMPLOYMENT HISTORY: (Most recent first. Attach additional information on separate sheet if desired.)

Employer	Period Employed	Your Position	Your Key Duties/Responsibilities

ADDITIONAL INFORMATION

Use this section to provide additional information that you would like to bring to our attention. In particular, you may wish to describe more fully your educational, volunteer, and/or employment background and any information that is relevant to the position you are applying for. Attach additional pages if desired.

Please provide the names of three employment-related references below. If you have insufficient work experience to provide three employment references, provide personal references who have known you for at least two years. **We will not proceed to contact your current employer without your permission.**

Reference 1:

Name: _____ Position _____

Employer:_____ Contact Phone Number _____

Reference 2:

Name: _____ Position _____

Employer:_____ Contact Phone Number _____

Reference 3:

Name: _____ Position _____

Employer:_____ Contact Phone Number _____

CERTIFICATION

Note: Please read carefully. Your application is not valid unless you sign where indicated below.

I certify that the information provided in this application, including attachments and other documents submitted as part of this application, is true, accurate, and complete.

I understand that if such information is at any time found to be false, inaccurate, misleading or incomplete, Brentwood College School may reject this application or, at it's sole option or discretion, terminate my employment without notice or salary in lieu of notice, and/or institute other legal action as the School deems required.

I hereby authorize my references and other employers to release employment-related information concerning me and relevant to this application, to Brentwood College School and I understand that any offer of employment is contingent upon satisfactory reference checks and successful completion of a Criminal Record Check to be conducted through the provincial Criminal Records Review Program.

_____ _____ 20____

Signature of Applicant Date

The information on this form is collected under the authority of British Columbia's *Personal Information Protection Act.* It is required for the recruitment and selection of employees and is used to record information about applicants as a basis for determining employment suitability. In the case of successful applicants, the information will become part of Brentwood College School's personnel records.