



Task Title: Complete a Job Application Form

OALCF Cover Sheet – Learner Copy

Learner Name: _____

Date Started: _____

Date Completed: _____

Successful Completion: Yes No

Goal Path: Employment Apprenticeship

Secondary School Post Secondary Independence

Task Description: The learner will complete a job application form.

Main Competency/Task Group/Level Indicator

- Communicate Ideas and Information/Complete and create documents/B3.2a

Materials Required:

- Pen/pencil and paper

Task Title: CompleteAJobApplicationForm_EA_B3.2a

Learner Information

Companies will often require applicants to complete job application forms. These may be on paper or online.

Scan the **Tim Hortons Employment Application**.



Tim Hortons



EMPLOYMENT APPLICATION

Apply now or online at timhortons.com to join our team!

Date of application: _____ Date available to start: _____

How did you hear about this opportunity? _____

If you were referred, please give the name of the team member that referred you: _____

MY AVAILABILITY & JOB POSITION (PLEASE CHECK ALL THAT APPLY)									
POSITION	STATUS	MY HOURS OF AVAILABILITY							
<input type="checkbox"/> Team Member <input type="checkbox"/> Management	<input type="checkbox"/> Full-time <input type="checkbox"/> Part-time		Mon	Tues	Wed	Thurs	Fri	Sat	Sun
		FROM							
		TO							
Pay Expectations: _____		Preferred number of hours per week: _____							
TELL US ABOUT YOURSELF									
First name: _____		Last name: _____							
Street address: _____									
City: _____		Province: _____			Postal code: _____				
Home Phone #: (____) _____		Cell Phone #: (____) _____			Email: _____				
Are you legally eligible to work in Canada? YES <input type="checkbox"/> NO <input type="checkbox"/>									
MY EDUCATION AND ACTIVITIES									
Please specify highest level of education completed: _____									
What hobbies and/or activities are you involved in? _____									

Continued on reverse side....



It's who you are that makes us who we are.



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MY EMPLOYMENT HISTORY			
CURRENT/MOST RECENT EMPLOYER		Can we contact this company? YES <input type="checkbox"/> NO <input type="checkbox"/>	
Company: _____		Start date: _____ End date: _____	
Supervisor name: _____		Phone #: (____) _____	
Position/Duties: _____		Reason for leaving: _____	
Starting pay: _____		Ending pay: _____	
PREVIOUS EMPLOYER		Can we contact this company? YES <input type="checkbox"/> NO <input type="checkbox"/>	
Company: _____		Start date: _____ End date: _____	
Supervisor name: _____		Phone #: (____) _____	
Position/Duties: _____		Reason for leaving: _____	
Starting pay: _____		Ending pay: _____	
Have you ever worked for a Tim Hortons before? YES <input type="checkbox"/> NO <input type="checkbox"/>			
If yes, which location(s)? _____ Restaurant #: _____			
Position held: _____ Start date: _____ End date: _____			
Why did you leave? _____			
MY THOUGHTS ABOUT HOSPITALITY			
What is important to you as a guest at Tim Hortons?			
Making our guests happy is our number one priority. How would you help us make that happen?			
MY REFERENCES			
List any references not given above. Please do not list relatives.			
NAME	OCCUPATION	RELATIONSHIP	PHONE NUMBER

Please exclude any reference to any organization which could indicate race, religion, marital status, age, colour, gender, ancestry, political beliefs, sexual orientation, place of origin, physical disability, mental disability or handicap.

The undersigned acknowledges that the foregoing statements and information fully and truthfully set forth the true and accurate personal information of the applicant as of the date hereof. The undersigned further acknowledges that for the purposes of determining the suitability of the undersigned for the position applied for, an investigation may be made with respect to relevant information. The undersigned hereby consents to Tim Hortons or its affiliates or agents collecting and retaining such information and conducting further investigations with respect to relevant information. The undersigned further consents to the updating of this information from time to time, as necessary.

SIGNATURE: _____ DATE: _____



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Work Sheet

Task 1: Complete the Tim Hortons Employment Application form provided.

Answer:

Task Completed: Yes No