

## Task Title: Review Information on a Job Application

OALCF Cover Sheet - Learner Copy

Learner Name:			
Date Started:			
Date Completed:			
Successful Completion: Goal Path: Secondary School	Yes No No Employment Post Secondary		Apprenticeship Independence
Task Description: Review	w a Job Applicatio	on to loca	ite information.
Main Competency/Task	Group/Level I	ndicator	

# **Materials Required:**

• Pen/pencil and paper and/or digital device

• Find and Use Information/Interpret documents/A2.2

## Learner Information

When applying for jobs, it is usually necessary to complete an application form.

Scan "Diversified Transportation Ltd. Application for Employment".

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							Т	ransportation Ltd
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elephone	A C	Number			alid driver's licence in	Ī		
umber(s)	Area Code	Number		anding? S () No	How many penalty po		y points do you currently have ag	ainst your licence?
Home:			Class:			Date	· - [ ]	
Office:					An NSC Driv	ar's Abstract Insur	ance Claims History and a photoc	ony of
Cell:					your Drive	's Licence will be n	equested if an interview is schedu	eled.
ducati	ion						·	
<u> </u>	condary scho	xol			Highest grade or level	completed	Type of certificate or diplom	a received
ame of bu	me of business, trade or technical school				Name of program		Length of program	Licence, certificate or diploma awarded  Yes No
lame of community college				Name of program		Length of program	Licence, certificate or diploma awarded  Yes No	
ame of university				Name of program		Length of program	Licence, certificate or diploma awarded	
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iversified Transporta	tion Ltd A	pplication	on for Er	nploym	ent		Page 2 of 3
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Additional Information		
Jse this space if you wish to record any additional information pertinent to the job ap	plied for, not covered in the previous sections.	
IOTE: Because some of the factors are job requirements (e.g. valid driver's licence, hange in status may result in re-assignment or termination of employment.	professional licence, and entitlement to employmen	t), disqualification of same or
. At which accredited Driver's School did you complete your driver's training and in	which year?	
Name and location of Driving School	Year of completion	n
. Do you have an immediate family member working for Diversified Transportation L	td.? ○ No ○ Yes	
. Have you worked for or been interviewed by Diversified Transportation Ltd. before	? O Yes O No	
Are you eligible to work in Canada? O No O Yes		
You will need your own reliable vehicle to get to and from the bus depot each day.	Do you have your own transportation? O Yes O	No
Have you attached your resume to this application? $\bigcirc$ No $\bigcirc$ Yes	2	
How did you hear about the employment openings with Diversified Transportation?	Please check appropriate box.	
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Recruitment Fair	Kijijii . Other (Please specify)	<u>.</u>
Recruitment Fair Diversified Website Advertisement  Do you have a conviction for a criminal offence for which a pardon has not been gr	Kijijii . Other (Please specify)	A
Recruitment Fair Diversified Website Advertisement  Do you have a conviction for a criminal offence for which a pardon has not been gronous No Yes - specify:  OTE **A Criminal conviction does not necessarily disqualify you from the position.	Kijijii . Other (Please specify)	
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# Work Sheet

Task 1: What are the two (2) instructions the applicant needs to follow?
Answer:
Task 2: If the applicant has a criminal conviction, what does that mean to the application?
Answer:
Tack 2: What three (2) factors are job requirements?
Task 3: What three (3) factors are job requirements?
Answer:
Task 4: What three (3) items will the applicant be requested to provide if they are given an interview?
Answer: