

APPLICATION FOR EMPLOYMENT

APPLICANT INFORMATION		
Last Name		First Name
Street Address	City, Province	Postal Code
Home Phone #	Cell Phone #	Email Address
What position are you applying for? _____		
Are you interested in <input type="checkbox"/> Part-Time <input type="checkbox"/> Full-Time <input type="checkbox"/> Student * <i>must provide proof of fulltime student status</i>		
Are you permitted to work in Canada? <input type="checkbox"/> Yes <input type="checkbox"/> No		Are you over the age of 16? <input type="checkbox"/> Yes <input type="checkbox"/> No
Have you ever worked for Fairhaven? <input type="checkbox"/> Yes, position held _____ Year/s _____ / _____ <input type="checkbox"/> No		
Have you previously been interviewed at Fairhaven? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please provide the approximate date: (mm/yy) _____		
Have you ever been convicted of a criminal offence for which a pardon has not been granted? <i>Note that Police Record Check, with Vulnerable Sector Screening is a condition of employment.</i>		
<input type="checkbox"/> No, I do not have a Police Record <input type="checkbox"/> Yes, I do have a Police record and will discuss with Human Resources		

I am attaching a current resume to this application form Yes No

EDUCATIONAL INFORMATION – List most recent first		
Name of School	City/Location of School	
Program	Graduated <input type="checkbox"/> Yes <input type="checkbox"/> No Year _____	Diploma/Degree/Certificate _____
Name of School	City/Location of School	
Program	Graduated <input type="checkbox"/> Yes <input type="checkbox"/> No Year _____	Diploma/Degree/Certificate _____
Name of School	City/Location of School	
Program	Graduated <input type="checkbox"/> Yes <input type="checkbox"/> No Year _____	Diploma/Degree/Certificate _____

Additional Courses, Training or Relevant Certificates (list below):

EMPLOYMENT EXPERIENCE – List most recent first		
Name of Company	Position Title	
Start Date	End Date	Reason for Leaving
Name of Company	Position Title	
Start Date	End Date	Reason for Leaving
Name of Company	Position Title	
Start Date	End Date	Reason for Leaving

Continued over...

PLACEMENT or VOLUNTEER EXPERIENCE

CONDITIONS OF EMPLOYMENT

- All employees are expected to review and sign a confidentiality policy related to the safeguarding of information related to residents, employees, volunteers and Home business
- All employees are expected to review and sign a policy regarding the expectation that all employees further the quality of life of the residents, and in no way cause or condone deliberate harm or abuse of a resident, visitor or other person in the work setting. Understand that all allegations of abuse will be thoroughly investigated and are subject to disciplinary action up to and including dismissal and criminal charges.
- All employees are expected to participate in Health & Safety, WHMIS, Fire and Emergency Preparedness Procedures, and Infection Control training on an annual basis.
- As per the *Ministry of Health, Community Disease Surveillance Protocol* all employees will be screened for tuberculosis either pre-placement or within fourteen (14) days of employment. This will require a two-step Mantoux test and/or a chest x-ray for a positive result. Failure to comply will result in termination of employment or placement.
- As per the *Ministry of Health, Community Disease Surveillance Protocol* all employees will receive the vaccine for Influenza A each year. Failure to comply will result in loss of hours should a flu outbreak take place within Fairhaven.
- It is recommended that all employees receive the Hepatitis B vaccine.
- It is the responsibility of the employee to read and understand the job description and the physical demands analysis for the position which they hold.
- All employees will be subject to a probationary period.
- You may be governed by a union collective agreement and if so, will be required to pay union dues.
- It is the responsibility of the employee to become familiar with Fairhaven's policies and procedures.
- **AVAILABILITY**
 - Fairhaven operates 24 hours per day, 7 days a week, 365 days per year. You may be required to work a varying shift schedule.
 - A part-time employee is employed for not more than sixty (60) hours in a bi-weekly period, and must be available to work all units or work routines, and all shifts for call-ins and replacements (vacations and statutory holidays).
 - Staff working in a position without any posted hours, or in a student position, will be required to work or be on call, two (2) out of three (3) weekends. If you do not start with any scheduled shifts, you will be on-call for the weekend. It is the expectation of the Home that if you are at a different phone number, you will call the Scheduling Department and provide them with a number where you can be reached.

I understand and agree to the above noted conditions of employment. Yes No

RELEASE OF INFORMATION

I confirm that I am applying for employment with Fairhaven.

I hereby authorize, for the purposes of obtaining and confirming information related to past employment experience. (*Check one or both choices*)

- Fairhaven to contact my previous employer(s) as indicated in this application
- Fairhaven to contact my present employer(s) as indicated in this application

I have read, completed and understand the questions on this form, the information I have provided is truthful to the best of my knowledge. I have full knowledge and understanding that if it is found that I have falsified this application, such falsification will potentially constitute grounds for dismissal.

Name of Applicant

Signature

Date

- *Fairhaven is an equal opportunity employer. Accommodation will be provided in accordance with the Ontario Human Rights Code.*
- *Fairhaven will only use the information you provide in response to a job advertisement for recruitment purposes and your application will be kept on file for six (6) months.*
- *Only those individuals selected for an interview will be contacted.*