



Employment Development Agency and PEI Government Seasonal Jobs Registry

Office Use				
File#				

Application for Employment

This form can be completed online or downloaded as a PDF file at www.gov.pe.ca/jobs

Use only (✓) in

The personal information contained on this form is collected for the purpose of evaluating eligibility for employment under the legal authority of section 32(2) of the Freedom of Information and Protection of Privacy Act R.S.P.E.I. 1988, c.F-15.01. If you have any questions about the collection of this personal information, you may contact the Manager, Employment Development Agency, 1st Floor Sullivan, 16 Fitzroy Street, Charlottetown, P.E.I. Telephone: (902) 368-5805.

- Type of employment interested in:
- Full-time with the Private Sector
 - Temporary (Seasonal) with P.E.I. Government Departments
 - Special Projects with Community Non-Profit Organizations

Personal Information:

Last Name _____ First Name _____ Initial _____ E-mail Address _____

Civic Address _____ Rural Route/PO Box _____ Postal Code _____

Community Name _____ Province _____ Telephone _____ Message Telephone _____

What areas in the Province are you willing to work? _____ Are you a resident of PEI? Yes No

1 _____ 2 _____ 3 _____

Contact in Case of Emergency: _____ Address _____ Telephone _____

Education:

Highest grade in School/G.E.D Grade _____ Are you currently enrolled in full time studies? Yes No

College/University Program _____

Skills/Work Experience/Volunteer Work:

Beginning with your most recent employment, list employer, type of work and duration of work. (You may attach your resume.)

Do you have a valid drivers license? Yes No Type of vehicle for use in your work? Car Truck Can you type? Yes No Words/Min

Class? _____

Languages Spoken: English French Other _____ Computer Skills: Word processing Data entry Accounting

Internet/email Spreadsheet Networking Programmer

Additional Skills/Training and Date Received: This is formal training (not on the job training)
First Aid _____ CPR _____ WHMIS _____ Chainsaw _____ Flagger's Course _____

Pesticide Courses _____ Safety Training _____ Equipment Operator _____ Golf Course Management _____

Turf Maintenance _____ Trade Certificate (name) _____ Other: _____

Preferred Type of Work: Any 1. _____ 2. _____ 3. _____

Are you physically able to perform the duties of the position that you have indicated above? _____
Please provide two reference names, phone numbers, company name _____
(Work related references only)

Certain programs funded by the Employment Development Agency have specific age and gender requirements. The following questions have been approved by the PEI Human Rights Commission to be used solely for that purpose:

Date of Birth: Year _____ Month _____ Day _____ Gender: Male _____ Female _____

Your voluntary response to the following questions will assist us in determining our diversity and equity goals and will be used only for human resource planning and statistical purposes: Are You: () A person with a disability? () An Aboriginal person () A member of a visible minority group? (Please state) _____ Do you require any special assistance? () Yes () No

EMPLOYMENT STATUS: I'm currently, Unemployed Employed full time Employed part time

EMPLOYMENT COUNSELLING ASSISTANCE?

The Employment Development Agency is working in cooperation with private sector businesses to create full time work opportunities. If you are interested in meeting with an Employment Counselling Officer to receive assistance with your job search indicate:

Yes, please contact me No, thank-you

Declaration:

I certify that the foregoing statements made by me are true in substance. I authorize the Employment Development Agency and Public Service Commission to verify the above information and to obtain information pertaining to my suitability for employment and or release confidential information on employment insurance eligibility to be used only for the purpose of providing employment opportunities.

Date: _____ Signature: _____

Employment Development Agency and PEI Government Seasonal Jobs Registry

Background

The Registry is the Provincial Government's employment registration service for individuals who are seeking work with non-profit organizations, Island businesses, and seasonal work with PEI Government departments.

Who Should Register?

Individuals seeking short-term (seasonal) employment with the Government of Prince Edward Island, non-profit community organizations, and private sector businesses

What Information Will I Need to Provide?

Basic information such as, name, address, telephone number are required. Also, requested is a brief list of your work experience and education. Special skills such as, typing, driver's license, computer knowledge, etc. should also be provided. If possible a resume should be attached to your application. Date of Birth and gender is requested on the application form in order to determine eligibility for specific job vacancies funded through the Employment Development Agency which have an age or gender requirement.

What Happens to My Application after it Is Submitted?

The information is prepared for entry into a computer database, and is held one full year from the date of application. When a job vacancy occurs the employer makes a referral request which outlines the minimum skill requirements such as education, previous work experience, need for driver's license, etc. This information is matched with those records held in the computer database. A list of eligible persons matching the job criteria is forwarded to the employer for consideration.

What Kind of Jobs Will I Be Considered for?

There are many short-term and full-time positions with businesses and non-profit organizations that are funded by Provincial job creation programs which require various types of workers including janitorial, labourers, grass cutting, etc. Seasonal hiring (10 to 20 weeks) with Government Departments may include jobs such as: flaggers for road work, general labourers, park workers, forestry workers, golf course workers, ski instructors, etc.. Whenever a referral request is received, all registered applicants are screened for the job requirements; however, only those that meet the employer's selection criteria are given consideration.

When Will I Hear the Results of My Application?

Applications are continually being received throughout the year and placements are made throughout the year. Your application will be kept for one year from the date of application. You will only be contacted if you are going to be interviewed for the position.

How Do I Register?

Complete the employment application on the reverse side and forward it to any of the following locations.

EDA Jobs Registry

Employment Development Agency,
PO Box 2000, 1ST Floor Sullivan Building,
16 Fitzroy St, Charlottetown PEI C1A 7N8
Tel: (902) 368-5805 Fax: (902) 368-5909

Access PEI - Summerside

PO Box 2063, 120 Harbour Drive,
Summerside, PEI, C1N 5L2
Tel: (902) 888-8000 Fax: (902) 888-8306

Access PEI - Wellington

PO Box 58, 48 Mill Road,
Wellington, PEI, COB 2E0
Tel: (902) 854-7250 Fax: (902) 854-7255

Access PEI - O'Leary

PO Box 8, East Drive
O'Leary PE COB 1V0
Tel: (902) 859-8800 Fax: (902) 859-8709

Access PEI - Alberton

PO Box 39, 116 Dufferin Street
Alberton, PE COB 1B0
Tel:(902) 853-8622 Fax:(902) 853-8625

Questions regarding Seasonal Hiring

can be directed to:
1-877-989-5627 (toll free)
or 902-620-3676 (Charlottetown and surrounding area)

Access PEI - Tignish

PO Box 450, 103 School Street
Tignish, PEI, C0B 2B0
Tel: (902) 882-7351 Fax: (902) 882-7362

Access PEI - Charlottetown

PO BOX 2000, 33 Riverside Drive,
Charlottetown, PEI, C1A 7N8
Tel:(902)569-7750 Fax:(902) 569-7753

Access PEI - Souris

PO Box 550, 15 Green Street
Souris, PEI COB 2B0
Tel: (902)687-7000 Fax(902) 687-7091

Access PEI - Montague

PO Box 1500, 41 Wood Islands Hill
Montague, PE COA 1R0
Tel: (902) 838-0600 Fax: (902) 838-0610