

Application for Employment
(attach resume if available)



Personal Data

			Telephone	
			Home:	_____
Last name	First name	Middle name	Business:	_____
Present Address: _____			Cellular:	_____
City/Town			Province	Postal Code
Permanent Address: (if different from above) _____				
City/Town			Province	Postal Code
Have you ever worked for this company before?	<input type="checkbox"/> yes	<input type="checkbox"/> no		
Are you legally eligible to work in Canada?	<input type="checkbox"/> yes	<input type="checkbox"/> no		
Can we contact you at your place of work?	<input type="checkbox"/> yes	<input type="checkbox"/> no		
Are you bondable?	<input type="checkbox"/> yes	<input type="checkbox"/> no		

Return to: Human Resources
1777 Victoria Avenue, 8th Floor
Regina, Saskatchewan
Regina, SK S4P 4K5

Tel: (306) 777-9091
Fax: (306) 781-7050
www.saskenergy.com
www.transgas.com
Email: recruitment@saskenergy.com

Type of Work Desired

Full-time
 Part-time
 Temporary
 Student
 If student, are you returning to school full-time in the fall?
 yes no

Would you accept a temporary position?
 yes no
 Date available: _____

Type of work preferred: _____
 Location preferred: _____

Are you willing to relocate: _____

Education - attach certified proof of education

Type of school	Name of Institute	Attainment
Business, Trade or Other	_____ _____	Degree/Diploma/Certificate obtained _____
Post Secondary	_____ _____	Degree/Diploma/Certificate obtained _____
High School	_____ _____	Highest Grade Completed _____ Diploma <input type="checkbox"/> OR GED <input type="checkbox"/>

Typing Speed w.p.m. _____

Valid Driver's License
 yes no
 Class & endorsements _____

Computer Software Experience:
 Word processing
 Spreadsheets
 Databases
 Other

Employment History - beginning with your most recent employment

1) Employer: _____ Address: _____

Position held: _____
 Perm F/T
 Part-time
 Temporary F/T
 Student

Main duties: _____
 From: _____ To: _____
 _____ month/year month/year

Name of supervisor: _____

Reason for leaving: _____

Employment History - continued

2) Employer: _____ Address: _____

Position held: _____ Perm F/T Part-time Temporary F/T Student

Main duties: _____ From: _____ To: _____
month/year month/year

Name of supervisor: _____

Reason for leaving: _____

3) Employer: _____ Address: _____

Position held: _____ Perm F/T Part-time Temporary F/T Student

Main duties: _____ From: _____ To: _____
month/year month/year

Name of supervisor: _____

Reason for leaving: _____

Reference Information - please list three work related references who can comment on your work performance

May we approach your present/last employer? yes no

Name	Position Title	Relationship	Phone Number
1)			
2)			
3)			

Diversity

SaskEnergy is committed to ensuring that our workforce be representative of the community we serve.

To assist in monitoring the diversity of SaskEnergy's workforce, please complete the questions outlined below. Completion of this section is voluntary and all information provided is strictly confidential.

1) Male Female

2) Aboriginal people are those who identify themselves to be Status Indian, Non-Status Indian, Inuit, or Metis. Based on this definition, do you consider yourself to be of Aboriginal ancestry?

yes no

3) Disability is defined as a person who has a permanent or recurring condition which might reduce or has reduced an individual's opportunity for securing, retaining and/or advancing in employment. This includes physical, mental or learning disability. For the purposes of employment equity programs, a person with a disability is an individual who requires some form of job accommodation such as a technical device or rest breaks. Based on this description, do you consider yourself to be a person with a disability?

yes no

Do you have a disability which will affect your ability to perform any of the functions of the job for which you have applied?

yes no

If yes, what functions can you not perform and what accommodations could be made which would allow you to do the work adequately?

4) Visible Minority groups include persons "who are non-Caucasian in race or non-white in colour." The definition is not based on citizenship or religion. Examples in this group include non-white or non-Caucasian, Black, Chinese, Japanese, Korean, Filipino, Fijian, West Asian, South Asian, Southeast Asian, Arab, Armenian, Egyptian, Iranian, Lebanese, Palestinian, Syrian, Turkish, Latin Americans, Non-North American Aboriginal People, Indonesians and Pacific Islanders. Do you consider yourself to be a member of a visible minority group?

yes no

Terms of Employment

I hereby certify that the above information is correct in substance and in fact to the best of my knowledge and belief.

Signature _____

Date _____

NOTE: Any false information on this form will result in either no employment or termination if already hired. Applications are kept on file for **four months**, but may be renewed for a further four months.