

**APPLICATION FOR EMPLOYMENT/VOLUNTEER**  
(All applications are held for a maximum of three months)



Position Applied For: \_\_\_\_\_ Date Available: \_\_\_\_\_

Time Available:  Days  Evenings  Weekends  Rotating Shifts

Restrictions: \_\_\_\_\_

Have you attached a resume to this application?  Yes  No

**PERSONAL INFORMATION**

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

Middle Initial: \_\_\_\_\_ Email: \_\_\_\_\_

Street Address: \_\_\_\_\_

City/Town: \_\_\_\_\_ Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Other Phone: \_\_\_\_\_

Are you legally entitled to work in Canada  Yes  No

Are you able to provide a clear criminal record check?  Yes  No

Have you been previously employed or volunteered for the Downtown BIZ?  Yes  No

If yes, period of employment: From \_\_\_\_\_ To \_\_\_\_\_

Position held at that time: \_\_\_\_\_

**EDUCATION**

Last grade completed: \_\_\_\_\_ Location: \_\_\_\_\_

**POST SECONDARY**

Diplomas, Certificates, Licenses, Professional Designations

Institution

Level Obtained

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Do you hold a valid CPR/First Aid Certificate?  Yes  No Expiry Date: \_\_\_\_\_

Do you have a valid driver's license?  Yes  No Expiry Date: \_\_\_\_\_

**EMPLOYMENT HISTORY**

(Please list your last two employers below)

Employer: \_\_\_\_\_ Address: \_\_\_\_\_

Manager's Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Period of employment: From \_\_\_\_\_ To \_\_\_\_\_ Job Title: \_\_\_\_\_

Duties: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

**APPLICATION FOR EMPLOYMENT/VOLUNTEER**  
(All applications are held for a maximum of three months)



**EMPLOYMENT HISTORY**  
Continued

Employer: \_\_\_\_\_ Address: \_\_\_\_\_  
Manager's Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
Period of employment: From \_\_\_\_\_ To \_\_\_\_\_ Job Title: \_\_\_\_\_  
Duties: \_\_\_\_\_  
Reason for Leaving: \_\_\_\_\_

**LANGUAGE/SKILLS**

English:  Speak  Read  Write      French:  Speak  Read  Write  
Other:  Speak  Read  Write      Specify: \_\_\_\_\_  
Other skills relative to the position: \_\_\_\_\_

**PLEASE PROVIDE ANY ADDITIONAL INFORMATION WHICH WILL ASSIST IN CONSIDERATION OF YOUR APPLICATION.**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**DECLARATION**

I certify that all the information provided by me in this application and the attached resume are true. I understand that should any information be falsified in such application documents, that I may be disqualified from being considered for employment/volunteer service with the Downtown Winnipeg BIZ. I understand that any false statements made in this application could result in disciplinary action, up to and including, dismissal if discovered subsequent to employment/volunteer service.

**Signature of Applicant:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**EMPLOYMENT EQUITY**

The Downtown Winnipeg BIZ is an equal opportunity employer and partners with organizations which assist in training/employment for under-represented groups in the workforce. *Completion of this section will not affect employability or volunteer positions and is strictly for statistical purposes.* Individuals are invited to self declare if any of the following are applicable.

- Female  Disability  Visible Minority
- Youth  High School Student  University Student
- Aboriginal:  Status  Non Status  Inuit  Métis

\_\_\_\_\_

**APPLICATION FOR EMPLOYMENT/VOLUNTEER**  
(All applications are held for a maximum of three months)



**AUTHORIZATION TO OBTAIN REFERENCES**

I authorize the Downtown Winnipeg BIZ to investigate my personal and employment background through necessary, appropriate legal means for the purposes of determining my eligibility for employment/volunteer service. This includes, *but is not limited to*, criminal record checks, background reviews and contacting of any previous employers and/or references listed on this form or otherwise provided by me. Previous employers and/or references have my full authorization to release such information in a lawful manner unless they are otherwise indicated here.

Note restrictions/exceptions: \_\_\_\_\_

**EMPLOYMENT REFERENCES**

Name: \_\_\_\_\_ Position/Title: \_\_\_\_\_  
Company: \_\_\_\_\_ Phone: \_\_\_\_\_  
Name: \_\_\_\_\_ Position/Title: \_\_\_\_\_  
Company: \_\_\_\_\_ Phone: \_\_\_\_\_  
Name: \_\_\_\_\_ Position/Title: \_\_\_\_\_  
Company: \_\_\_\_\_ Phone: \_\_\_\_\_

**PERSONAL REFERENCES**

Name: \_\_\_\_\_ Position/Title: \_\_\_\_\_  
Company: \_\_\_\_\_ Phone: \_\_\_\_\_  
Name: \_\_\_\_\_ Position/Title: \_\_\_\_\_  
Company: \_\_\_\_\_ Phone: \_\_\_\_\_

**AUTHORIZATION TO PROVIDE REFERENCES**

I authorize the Downtown Winnipeg BIZ to write a letter of reference or respond to a reference check on my behalf. Further, I discharge the Downtown Winnipeg BIZ from any and all liability associated with the release of information related to my employment.

I agree to the disclosure of this and other personal information for such purpose

To all requests for references **OR**  Only the following organizations:

Name: \_\_\_\_\_ Position/Title: \_\_\_\_\_  
Company: \_\_\_\_\_ Address: \_\_\_\_\_  
Name: \_\_\_\_\_ Position/Title: \_\_\_\_\_  
Company: \_\_\_\_\_ Address: \_\_\_\_\_

**AND**

My consent does not expire  My consent expires on this date: \_\_\_\_\_

**Signature of Applicant:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**APPLICATION FOR EMPLOYMENT/VOLUNTEER**  
(All applications are held for a maximum of three months)



**PURPOSE**

The purpose of this policy is to inform employees how to respond to requests for references or verification of employment so that the potential for legal liability is limited. For the purpose of this policy, "employee" or "employees" also refers to volunteers.

**POLICY**

The Downtown Winnipeg BIZ may disclose personal information about current or former employees in response to reference requests from prospective employers. The Downtown BIZ will deliver upon request such information only in accordance with the following procedures.

No Downtown BIZ employee is permitted to provide a reference in regards to any former or current employee outside of this policy. Any release of information that is contrary to this policy may result in disciplinary action, up to and including termination of employment.

**PROCEDURE FOR REFERENCES**

1. All reference requests must be accompanied by the written consent of the employee. References may be given in writing (via letter) or orally (via telephone or in person).
2. References must be forwarded to the employee's direct supervisor/manager or the Human Resource Manager, who may consult with the appropriate supervisor/manager if required. Only those persons authorized (supervisor or manager) may give a reference about any issue of employment.
3. References may include the employee's name, length of employment, position held including description of duties/responsibilities, comments on attendance and/or performance based on the employee's personnel file. The reference may not include any information that is untruthful, not verifiable or supported by the personnel file.
4. All written references must be on company letterhead and reviewed by the Human Resource Manager prior to being given.
5. Oral references must be documented to provide information on who requested the reference, what was said, date reference was given and which Downtown BIZ employee provided the reference.
6. This documentation must be given to the Human Resource Manager for review and filing. Wherever possible, advance notice of oral references should be given in order for the supervisor/manager to confer with Human Resources.
7. Documentation of any oral or written reference provided must be placed in the employees file.
8. No references will be provided to prospective employers without the written consent of the employee for whom a reference has been requested through this form.

**PROCEDURE FOR VERIFICATION OF EMPLOYMENT**

1. Requests for letters verifying employment status must originate from the employee in writing and be directed to Human Resources. Responses from Human Resources will only be given to the employee. Copies of both documents will be placed in the employee's file.
2. The verification letter will include the length of employment and position status. If applicable, and when requested by the employee, wage information will be included.