

Oak Bay Beach Hotel Application Form

Instructions: Please complete all sections as thoroughly as possible, even if you are attaching a resume. It is necessary to provide complete information as this will be used to determine eligibility. A separate application is required for each position. Please visit our website at www.oakbaybeachhotel.com for more information.	OFFICE USE ONLY DATE RECEIVED
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POSITION INFORMATION

Department	Position	Availability (Days of Week, Hours)	Date of Application MM/DD/YY
Indicate (✓) the type of employment you are requesting	Permanent <input type="checkbox"/> Seasonal <input type="checkbox"/>	Full Time <input type="checkbox"/> Part Time <input type="checkbox"/>	Type(s) of Position – please describe

PERSONAL INFORMATION

Last Name	First Name	Middle Name	Is your age at least 15 years old? <input type="checkbox"/> YES <input type="checkbox"/> NO	Residence Telephone No. ()
Address			Mobile Telephone No. – or message ()	Email
City		Province	Postal Code	
Legal Status to Work in Canada – documentation may be required <input type="checkbox"/> Canadian Citizen <input type="checkbox"/> Landed Immigrant/ Permanent Resident <input type="checkbox"/> Work Permit <input type="checkbox"/> Other – please specify:			Do you have a disability that may require accommodation in the work place? <input type="checkbox"/> YES <input type="checkbox"/> NO	If YES, what accommodation would you need?
Have you been convicted of an offence for which no pardon has been granted? <input type="checkbox"/> NO <input type="checkbox"/> YES				
Have you ever been discharged from a position? <input type="checkbox"/> NO <input type="checkbox"/> YES, indicate location:				

EDUCATION & TRAINING

Please describe secondary, post-secondary, courses and training which have given you work related knowledge and skills. Start with highest level achieved and specify the degrees, certificates or diplomas completed. Include information on FoodSafe, WHMIS, and Serving It Right. Official documentation may be required. Attach a separate page if necessary.

Name of Institution or Organization	Location	Year Taken	Area of Study/Course	Grade / Certificate / Diploma / Degree	Complete Yes/No (✓)
					<input type="checkbox"/> YES <input type="checkbox"/> NO
					<input type="checkbox"/> YES <input type="checkbox"/> NO
					<input type="checkbox"/> YES <input type="checkbox"/> NO

Association / Professional Affiliations

List any active memberships or registrations in a professional or career related organization or society.

Work History

Have you previously been employed by Oak Bay Beach Hotel? NO YES, dates:

Beginning with your most RECENT experience, describe your work history. You may wish to include relevant volunteer positions. In the area for "Duties and Skills" describe the *major* duties and skills acquired/used as they relate to the position you are applying for. If any references have known you by a previous name, please specify. Attach additional pages if required.

Employer and Location	From MM / DD / YY	To MM / DD / YY
Supervisor - Reference	Supervisor's Telephone No. ()	Reason for Leaving
Position Held	Job Classification – If applicable	Salary
Duties and Skills		Number of People Supervised – If applicable

Employer and Location		From MM / DD / YY	To MM / DD / YY
Supervisor - Reference	Supervisor's Telephone No. ()	Reason for Leaving	
Position Held	Job Classification – If applicable	Salary	Number of People Supervised – If applicable
Duties and Skills			

Employer and Location		From MM / DD / YY	To MM / DD / YY
Supervisor - Reference	Supervisor's Telephone No. ()	Reason for Leaving	
Position Held	Job Classification – If applicable	Salary	Number of People Supervised – If applicable
Duties and Skills			

ADDITIONAL INFORMATION

Please provide any other experience (workplace and personal) and skills not mentioned previously. (e.g. experience dealing with the public, supervisory experience, volunteer work, other languages spoken, FOODSAFE, Serving It Right, WHMIS)

DRIVER'S LICENSE INFORMATION

Provide the following information if applying for a position where driving is a requirement.

List class(es) of valid driver's license.	List any restrictions / endorsement definitions on license.	If required, do you have access to a vehicle? <input type="checkbox"/> YES <input type="checkbox"/> NO
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REFERENCES

Reference checks will be conducted to assess your past work performance and may include checks of attendance records. In addition to the references identified in the "Work History" section, you may wish to provide further references. If any references have known you by a previous name, please specify.

Name	Telephone No. ()	Relationship	No. of Years Known
	()		
	()		
	()		

APPLICANT SIGNATURE

Please read carefully before signing. This application is not valid unless your name, as authorization, is signed or written in the "Signature" space provided below. (Note: If this application is submitted electronically, it is not valid unless your name is keyed in the "Signature" space provided below).

Your authorization on this application form is your consent that as a condition of being considered for employment at the Oak Bay Beach Hotel, references about past work performance will be obtained from your current and previous employers.

I certify that the information provided in this application including attachments and resume is true and complete. I understand that if any information in this application, attachments or resume is found to be untrue or incomplete, my application may be rejected or I may be dismissed in the event that I am the successful applicant.

X	DATE SIGNED YYYY / MM / DD
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SIGNATURE (If applying electronically please type your name as authorization)