

Please complete this form and include it in your job application package. Instructions on submitting your job application package are at the end of this form.

**PERSONAL INFORMATION**

Surname:		Given name(s):	
Street address:			
City:	Province:	Postal code:	
Phone (1):		Phone (2):	
E-mail:			
Date available to commence work:		Salary expectation:	
May we contact your current employer?	Yes	No	
Level of federal government security clearance:	None	Basic	
	Reliability	Secret	

**ELIGIBILITY STATEMENT**

Are you legally eligible to work in Canada?	No	Yes
Have you ever been denied employment or been subject to disciplinary action involving your employment?	Yes	No

*If "yes", please provide the employer's name, address, telephone number and reason for denial.*

Have you ever been convicted of a felony?	Yes	No
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*If "yes", please provide specific information including the date of conviction, charge, and disposition?*

Have you ever been convicted in any courts of any offence for which pardon has not been granted, involving crimes of deceit, untruthfulness and dishonesty, including but not limited to extortion, embezzlement, bribery, perjury, forgery, fraud, misrepresentation, false pretense, theft, conversion, misuse of funds and property, distribution of marijuana, narcotic or dangerous drugs, contributing to the delinquency of a minor, commercial sexual exploitation, or child/sexual abuse or sexual harassment or found liable in any civil action regarding such misdemeanor?      Yes      No

*If "yes", please provide specific information including the date of conviction, charge, and disposition.*

**EDUCATION**

Please provide information about your post-secondary educational experience. Space on this form is limited. If additional information would be helpful to us in considering your application, please provide it in your résumé.

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**1** School attended:

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Degree/diploma/certificate achieved:

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Area(s) of study:

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**2** School attended:

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Degree/diploma/certificate achieved:

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Area(s) of study:

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**3** School attended:

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Degree/diploma/certificate achieved:

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Area(s) of study:

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**4** School attended:

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Degree/diploma/certificate achieved:

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Area(s) of study:

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**WORK HISTORY**

Please provide information about your previous work experience, beginning with your most recent (or current) employment. Space on this form is limited. If additional information would be helpful for us to consider your application, please provide it in your résumé.

**1** Job title:

Employer:

Employer address:

Employer phone number:

Duration of employment:      From (month/year)                      to (month/year)

Responsibilities:

Reason for leaving/seeking other employment:

Immediate supervisor's name and title:

**2** Job title:

Employer:

Employer address:

Employer phone number:

Duration of employment:      From (month/year)                      to (month/year)

Responsibilities:

Reason for leaving/seeking other employment:

Immediate supervisor's name and title:

**3** Job title:

Employer:

Employer address:

Employer phone number:

Duration of employment:      From (month/year)                      to (month/year)

Responsibilities:

Reason for leaving/seeking other employment:

Immediate supervisor's name and title:

### **SPECIAL QUALIFICATIONS OR SKILLS**

Please describe any relevant experience, qualifications or skills that we should consider, for example, awards, fellowships, foreign languages, computer skills, volunteer work, etc. If additional information would be helpful to us in considering your application, please provide it in your résumé.

### **CERTIFICATION**

I certify that the information I have provided is correct, true and complete. I hereby authorize Public History Inc. ("Public History") to thoroughly investigate my background, references, employment record and other matters related to my suitability for employment.

I authorize persons, schools, my current employer (if applicable), and previous employers and organizations contacted by Public History to provide any relevant information regarding my current and/or previous employment and I release all persons, schools, and employers of any and all claims for providing such information.

I understand that misrepresentation or omission of facts may result in rejection of this application, or if hired, discipline up to and including dismissal. I understand that nothing contained in this application, or conveyed during any, interview which may be granted, is intended to create an employment contract.

I understand that filling out this form does not indicate there is a position open and does not obligate Public History to hire me.

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Signature of applicant\*

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Date

*\*Applicants submitting this form electronically are advised that electronic transmission of this application and acceptance of an interview are equivalent to a signature provided above.*

## **SUBMITTING YOUR JOB APPLICATION PACKAGE**

To submit your job application package, ensure that you are providing:

1. Your completed Application for Employment;
2. your résumé; and
3. a non-confidential sample of your writing. Important note: this sample will not be returned to you.

Job applications may be delivered to Public History by fax, e-mail, or printed copy.

Public History thanks all applicants for their interest and applications but only eligible candidates selected for an interview will be contacted.