

Application for Employment

INSTRUCTIONS: PLEASE COMPLETE IN FULL. ENSURE THAT YOU HAVE READ AND SIGNED THE DECLARATION FOR EMPLOYMENT ON THE LAST PAGE.

**Position
Applying For:**

Job Title:-----

PERSONAL DATA

Name: _____
Last First Middle

Mailing
Address: _____
No. Street City Postal Code

Permanent
Address: _____
(If Different from Above)

Telephone
Home: _____ Business: _____ Email: _____

Are you legally entitled to work in Canada? Yes No

As an adult, have you ever been convicted of an offence other than a traffic violation? Yes No

Are you able to work shifts (non-standard hours) if required? Yes No

Do you have any relatives working at Brandon Petroleum Ltd? Yes No

If yes, name(s): _____

Have you ever been employed by the Brandon Petroleum? Yes No

If yes indicate:

Dates of Employment: _____

Position/Department: _____

EDUCATION AND TRAINING

	Name & location of institution	Number of years completed	Field of Study	Grade/Diploma/Degree and year completed
High School/GED				
Commercial, Trade or Technical Training				
Undergraduate College/University				
Graduate/Professional				
Other Continuing Education				

Professional Qualifications/
Memberships/Licenses if applicable:

SPECIALIZED SKILLS

A. SECRETARIAL/CLERICAL SKILLS:

- Word Processing Software: _____
 Spreadsheet Software: _____
 Database Software: _____
 Keyboarding _____ nwpn
 Other _____ specify
 Dictaphone
 Data Entry
 Graphics
 Special Terminology _____ specify

B. COMPUTER SKILLS: IBM Mac VAX/VMS

Please specify computer systems you have worked with, courses you have taken and your working knowledge of computer software:

C. TECHNICAL SKILLS:

D. TRADES/MAINTENANCE SKILLS:

E. LANGUAGE SKILLS: Spoken: _____ Written: _____

F. If you are applying for a position requiring a driver's license, please complete the following:

Do you have a valid driver's license? Yes No Class: _____ Province: _____

PREVIOUS EMPLOYMENT

(begin with most recent)

Name of Employer:	Address:
Last Position Held:	Phone:
Name of Supervisor:	Reason for Leaving:
Period Employed:	Final Salary:

Duties:

Name of Employer:	Address:
Last Position Held:	Phone:
Name of Supervisor:	Reason for Leaving:
Period Employed:	Final Salary:

Duties:

Name of Employer:	Address:
Last Position Held:	Phone:
Name of Supervisor:	Reason for Leaving:
Period Employed:	Final Salary:

Duties:

REFERENCES

List three persons, other than relatives or personal friends, who can judge your work ability.

NAME	COMPANY	POSITION	TELEPHONE
1. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____

May we contact your present employer for a reference? Yes No Previous Employer? Yes No

If no, please state reasons: _____

Please use this space to enlarge upon other relevant information, skills, education, training, previous employment, special achievements, job interests, volunteer work, hobbies, or any additional information that you feel should be added to this application.

Declaration:

It is understood and agreed that Brandon Petroleum Ltd. may at anytime seek verification of the above and further information in considering my suitability for any position, or benefits, at the Brandon Petroleum Ltd. I hereby request and authorize anyone approached by Brandon Petroleum Ltd. its employees and agents, to provide them with any and all information requested to the best of their ability. I hereby release the Brandon Petroleum Ltd, its employees and agents, and anyone providing information pursuant to a request from the Brandon to provide information about me, from any and all claims whatsoever which may arise as a result of the release of such information. I understand and agree that any omission, false or misleading statement may disqualify me from employment, or result in dismissal. A photographic copy of this authorization shall be as valid as the original.

Date

Signature of Applicant

Thank you for taking the time to complete this application and for your interest in Brandon Petroleum Ltd..

PERSON TO BE NOTIFIED IN CASE OF ACCIDENT OR EMERGENCY

Name-----**Phone**-----

Address-----

Relationship to contact person-----