

Town of Truro

Application for Employment

The Town of Truro is an Equal Opportunity Employer and welcome applications from all qualified applicants. We do not discriminate on the basis age; race; color; ethnic, national or aboriginal origin; sex; creed; an irrational fear of contracting an illness or disease; religion; sexual orientation; physical or mental disability; family status; and marital status; source of income; political belief; affiliation, or activity; or an individual's association with another individual(s) having characteristics referred to in the prohibited grounds of discrimination under the Nova Scotia Human Rights Act.

Name: _____
Last First Middle Initial

Street Address: _____
Street City

Province Postal Code Telephone Number: (____) _____

Mailing Address: (if different) _____

Position(s) applied for:

1. _____

2. _____

Are you available to work full-time? Yes ☐ No ☐

Will you accept part-time employment? Yes ☐ No ☐

Will you accept seasonal employment? Yes ☐ No ☐

How did you learn about this position? _____

If you worked for us before, provide dates of employment and positions held.

On what date are you available to start work? _____

List any experience, skills or qualifications relevant to your application for employment.

Education (Provide all information relevant to your educational background)

School	Diploma/Degree	Course of Study

License/Certification (Please list any relevant licenses/certifications presently held).

Work History (Provide below any previous work experience, beginning with the most recent position held).

<hr/>		Title/Position Held:	
Name of Company or Employer			
<hr/>		Responsibilities:	
Address			
<hr/>			
Telephone Number	Supervisor's Name	Dates Employed: From	To:

<hr/>		Title/Position Held:	
Name of Company or Employer			
<hr/>		Responsibilities:	
Address			
<hr/>			
Telephone Number	Supervisor's Name	Dates Employed: From	To:

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<hr/>			
Telephone Number	Supervisor's Name	Dates Employed: From	To:

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Name of Company or Employer			
<hr/>		Responsibilities:	
Address			
<hr/>			
Telephone Number	Supervisor's Name	Dates Employed: From	To:

References (Provide the names of 3 individuals who can provide us with information pertinent to your job performance)

Name and Occupation	Address	Telephone Number

Do you authorize us to contact the references and/or others at your former employers? Yes ____ No ____

This application for employment was completed on the ____ day of ____, 20 __

Signature _____
(Applicant)

Employment Equity

Voluntary Self-Identification Declaration

The Town of Truro is committed to Diversity and Employment Equity within its community. The Town's Affirmative Action Policy is intended to help to achieve and maintain a workforce more reflective of the community it serves. There are four designated groups: women, visible minorities, First Nations and persons with disabilities. We encourage potential applicants to declare when applying for job opportunities.

The **confidential** information collected helps us to analyze and monitor our affirmative action efforts for ongoing progress, and to complete statistical reports required by our Affirmative Action Agreement. **Completion of this information is voluntary.** This information will be kept in a secure area.

EMPLOYMENT EQUITY

SELF-IDENTIFICATION FORM

(Voluntary Declaration)

The Town of Truro is committed to employment equity. The Town's Affirmative Action Policy is intended to help us to achieve and maintain a more representative workforce and success in employment of women, First Nations, visible minorities, and persons with disabilities. We encourage potential applicants to declare when applying for job opportunities. The information collected is confidential and will be used for addressing affirmative action issues and will be kept in a secure area.

If you wish to be considered under the Affirmative Action Plan, please check the following areas, which apply to you. Self identification is a factor in our hiring process. Completion of this form is voluntary.

You may self identify in more than one designated group, as specified under the Employment Equity Act.

Position Applied For: _____ **Date:** _____

☐ Male

☐ Female

Please check one of the descriptions below corresponding to the group which applies to you.

☐ **Visible Minority**

Persons other than First Nations peoples who identify themselves as being non-Caucasian in race or non-white in color.

☐ **First Nations**

Persons who identify themselves as status Indian, non-status Indian, Inuit, or Metis.

☐ **Persons with Disabilities**

Persons who for the purpose of employment, identify themselves or believe that an employer or potential employer is likely to consider them to be disadvantaged due to a long-term or recurring physical, mental, psychiatric, or learning impairment.

☐ **I prefer not to disclose this information.**