



## Human Resources

### EXTERNAL APPLICATION FOR EMPLOYMENT

Please attach your résumé

Competition Number, if applicable:

Title of Position Applied for:

Please check the type of position for which you are applying:

- a)     Permanent                   Full Time                   Part Time
- b)     Temporary
- c)     No preferences

How did you learn about this opportunity?

#### I. Personal Information

First Name:

Middle Name:

Last Name:

Street:

City:

Province:

Postal Code:

Phone Number:

Alternate Phone Number:

Email address:

Are you legally entitled to work in Canada?

Yes

No

Available Start Date:

Have you ever been convicted of a criminal offence for which a pardon has not been granted?

Yes

No

Are you related to a current Brampton Library employee?      Yes      No

If yes, related how?      Please specify:

Have you ever been employed by Brampton Library?      Yes      No

If yes,

Service Unit:      Dates: From:      To:

Service Unit:      Dates: From:      To:

Have you ever volunteered at Brampton Library (includes Field placements)?      Yes      No

If yes,

Service Unit:      Dates: From:      To:

Service Unit:      Dates: From:      To:

## II. Employment History

### 1. Present or Most Recent Employer

Employer Name:      Reason for Leaving:

Type of Business:      Position Held:

Period Employed: From:      To:

Address:      Phone Number:

Salary:      Previous Supervisor:

Describe main duties and responsibilities:

### 1. Previous Employer

Employer Name:      Reason for Leaving:

Type of Business:      Position Held:

Period Employed: From:      To:

Address:

Phone Number:

Salary:

Previous Supervisor:

Describe main duties and responsibilities:

### III. Education

Table 1 - Education

Level of Education	Degree/Diploma In Progress	Degree/Diploma Completed	Area of Specialization	# of Years Successfully Completed
Secondary				
Post-Secondary				
Post-Graduate				
Other (Night School, Correspondence, Trade School, Vocational, etc.)				

### IV. Other Relevant Practical Skills Not Mentioned Previously

A proficiency test may be required.

### V. Conditions of Employment

- I understand that if the position I am offered falls within a bargaining unit, membership is compulsory and union dues will be deducted. If employed, I agree to comply with the terms and conditions of employment as outlined in the appropriate collective agreement and/or the Human Resources policies and employment practices of Brampton Library.
- I understand that I will be required to show proof of the validity of my driver's license and/or professional licenses, when such certification constitutes a job requirement.
- I understand that Brampton Library is a smoke-free workplace.
- I understand that the operating hours of Brampton Library system vary and may include Saturday, Sunday, evening and standby scheduling, depending upon location and position.
- I agree to provide information identifying present and/or past employers to be approached for references. I understand that such references will be sought only after being short-listed. I authorize Brampton Library to make such inquiries as deemed appropriate to the position for which I am applying.

- I understand that Brampton Library will request and only employ individuals who provide a current, satisfactory Criminal Record Check, Criminal Record and Judicial Matters Check or a Vulnerable Sector Check.
- I understand that as a condition of acceptance of any offer of employment, I will be required to comply with Brampton Library's Mandatory Vaccination Verification Procedure, which includes the requirement to show written proof of full vaccination (being fully vaccinated with a COVID-19 vaccine series means that I have received a full vaccination series approved by Health Canada or the World Health Organization, with 14 days having elapsed after receiving my last vaccination dose). I also agree to receive additional vaccination doses that may be required if recommended by the relevant government and/or health authorities.
- I also understood that if I am not fully vaccinated, Brampton Library shall have cause for the immediate withdrawal of any offer of employment made to me and/or termination of my employment without notice or pay in lieu thereof. Brampton Library will comply with all of its obligations under the Human Rights Code in relation to new or prospective employees. If I require accommodation, I understand that I must provide documentation to substantiate my reason for not being vaccinated.
- I understand misrepresentation made on this application, or on other documentation and/or tests related to employment will be sufficient cause for cancellation of my application and, if employed, for dismissal from Brampton Library.

Personal information is collected under the authority of the Public Libraries Act, R.S.O. 1990, Chap. P44, Section 23, Subsection 4. This Information will be used for fundraising and in the management of Library Services.

Questions about this collection should be directed to the Chief Executive Officer, Brampton Library, 65 Queen Street East, Brampton ON L6W 3L6, Tel. 905-793-4636, ext. 74311

Are you attaching additional information?                      Yes                      No

Applicant's Signature:

Date of Application: Day:    Month:    Year:

To apply for a position at Brampton Library, please use one of the following:

Fax: (905) 453-0810  
 Email to: [careers@bramlib.on.ca](mailto:careers@bramlib.on.ca)  
 Mail to:  
 Human Resources  
 Brampton Library  
 65 Queen Street East  
 Brampton ON L6W 3L6