



Northern Shuswap Tribal Council

Job Application Form

Office Only: Received:
Time:

Date:	Position applying for:		
Name: Last:	First:	Middle:	
Address:		City:	
Province:	Postal Code:		
Telephone:	Cell:	Email:	

AVAILABILITY

Date available:			
Availability for Work: <input type="checkbox"/> Weekday <input type="checkbox"/> Weekend <input type="checkbox"/> Day <input type="checkbox"/> Night <input type="checkbox"/> Anytime			
Are you legally entitled to work in Canada?	<input type="checkbox"/>	Yes	<input type="checkbox"/>
Do you have a valid BC Driver's License?	<input type="checkbox"/>	Yes	<input type="checkbox"/>
Are you of First Nation Heritage? If so which nation?	<input type="checkbox"/>	Yes	<input type="checkbox"/>
		No	<input type="checkbox"/>
		No	<input type="checkbox"/>

EDUCATION

Type of School	Year Completed	Graduated?	Type of Certification
High School	Grade Completed		
College or University			
Trade School			
Other			

SPECIAL TRAINING OR LICENCES

List any special training, qualifications or licenses that you hold:

WORK HISTORY

Indicate all regular, cooperative, summer, and voluntary work listing the most recent first

Name of Employer:	Nature of work and title of Position Held:
Name and Phone number of Supervisor	
Name:	Start Date:
Number:	End Date:
	Reason for Leaving:

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REFERENCES **Must be work related and not a relative**			
Name	Address	Telephone	Occupation
1)			
2)			
3)			

The Northern Shuswap Tribal Council is committed to developing inclusive, barrier-free selection and appointment processes and work environments. If contacted in relation to this staffing process, please advise the organization's representative of any need for accommodation measures to enable you to be assessed in a fair and equitable manner

By submitting this application I certify that:

1. The answers given by me, and the statements made by me in this application, attached resume and cover letter are correct and complete and I understand that any misstatements of material facts in these documents may result in my discharge from employment.
2. Northern Shuswap Tribal Council / Treaty Society will conduct investigations which may include verifications of prior employment history, education, criminal records check and/or employment reference check. By signing this application you authorize Northern Shuswap Tribal Council / Treaty Society to make these investigations, and you indicate your awareness that false statements, misrepresentations or failure to disclose material information asked for on this form will disqualify you for employment, or if employed, will result in your dismissal.
3. I give consent to check previous employment references to the extent necessary to satisfy Northern Shuswap Tribal Council / Treaty Society.
4. The information collected on this form will be used by the Northern Shuswap Tribal Council / Treaty Society for administrative purposes related to gaining employment. This information will become part of my personnel file and will be utilized for business related purposes. I consent to the collection and use of such information for that purpose and in accordance with the Privacy of Information Policy.
5. I am aware that if I apply for a job with Northern Shuswap Tribal Council / Treaty Society, the organization will review all publicly available on-line information to learn more about me.
6. I understand that an appointment to any position is dependent upon successful completion of a probationary period.

Note: Only candidates that will proceed to the interview stage will be contacted. Successful applicants will be required to provide original documents to verify education, training and licences. Positions specify the requirement to obtain and maintain specific job requirements such as Driver's License, Criminal Record Check, etc. and these are required Prior to commencing employment.

Signature of Applicant: X	Date:
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Check appropriate box:

Resume attached Cover Letter Attached