

# SURREY PUBLIC LIBRARY - Employment Application Form



Please attach your *Résumé* and *Cover Letter* to this application form.

Last Name		First Name and Initial(s)	
Address			Postal Code
Phone Number(s)		Email	

<b>Position or type of work applied for</b>							
What basis are you available for employment?	Full Time <input type="checkbox"/>	Part Time <input type="checkbox"/>	Casual / On-Call <input type="checkbox"/>				
Please specify when you are available to work:							
	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Morning	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Afternoon	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Evening	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Can you travel to all Surrey Public Library branches for work? Yes <input type="checkbox"/> No <input type="checkbox"/>				If no, please specify			
Have you been employed by Surrey Public Library before? Yes <input type="checkbox"/> No <input type="checkbox"/>				If yes, when?			
Are you legally entitled to work in Canada? Yes <input type="checkbox"/> No <input type="checkbox"/>				Do you possess a valid Social Insurance Number? Yes <input type="checkbox"/> No <input type="checkbox"/>			

## Education & Training

List your completed education or training, beginning with those most relevant to the position applied for

School / Institution Names & Locations	Description of Programs or Courses Completed	Length of Program or Course	Date Completed

## Experience

List your recent employers and explain how your job responsibilities with them may be relevant to the position applied for

Employer Names & Addresses	Position(s) Held & Primary Duties	Wage/Salary	Employment Period

Continued over

**Skills**

List your relevant skills

<b>Keyboarding Speed</b>	Words per Minute
<b>Computer or Office</b>	Hardware / Software
	Networks / Communications
	Equipment
<b>Customer Service or Retail</b>	
<b>Languages</b>	Spoken:
	Written:
<b>Other:</b>	

Please provide any other relevant information about your career objectives, education, employment experience, or skills that may help us assess your application.

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**References**

Please provide a list of references we may contact.

Name	Position & Company	Location	Number to Contact

**Consent**

- I declare that all the information I have provided in this application for employment and in any other documents which accompany this application is complete and true in every respect and I understand that any failure to completely and truthfully answer the questions asked of me, when discovered, will constitute sufficient grounds for dismissal.
- I authorize Surrey Public Library to conduct a personal investigation in connection with my application for employment.
- I give permission for Surrey Public Library to contact any references and any prior or present employers given in conjunction with this application or to secure such personal information about me that might exist in the public domain.
- I understand that confidential reference reports and personal information that become part of this application will be regarded as confidential pursuant to the provincial Freedom of Information and protection of Privacy Act and shall not be revealed to me.
- I certify that as a condition of employment, I may be required to complete a Criminal Record Check at my own expense.

<b>Signed</b>	<b>Dated</b>
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Return this application form with your résumé and cover letter to any Surrey Public Library branch, or submit it to:  
 Surrey Public Library Administration Office: 7452-132<sup>nd</sup> Street, Surrey, BC V3W 4M7  
 Phone: 604 598-7300 Fax: 604-598-7310 Email: [SPLEmployment@surrey.ca](mailto:SPLEmployment@surrey.ca)

Thank you for your interest in Surrey Public Library.  
**Please note that only those applicants considered for employment will be contacted.**