



# APPLICATION FOR EMPLOYMENT

HUMAN RESOURCES  
1200 Scarth Street Regina, SK. S4R 2E5  
Phone: (306) 757-6549 Fax : (306) 352-5140  
<http://www.ileselectric.com>

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

**POSITION APPLYING FOR:**

Journeyman       Apprentice   
Pre-Apprentice       Administration

**NOTE:** COMPLETE ONE APPLICATION FORM PER POSITION

## PERSONAL DATA

**Name:** \_\_\_\_\_  
Last                                  First                                  Middle                                  Job Posting #

**Mailing Address:** \_\_\_\_\_  
No.                                  Street                                  City                                  Postal Code

**Permanent Address:** \_\_\_\_\_  
(If Different from Above)

**Telephone Home:** \_\_\_\_\_ **Business:** \_\_\_\_\_ **Cell:** \_\_\_\_\_

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 Iles Electric Ltd.?                                  Yes       No

If yes, state name(s):

Have you been employed previously by Iles Electric Ltd.?                                  Yes       No

If yes indicate:

**Dates of Employment:** \_\_\_\_\_

**Position:** \_\_\_\_\_

## 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 \_\_\_\_\_ nwpm    
  Other \_\_\_\_\_ specify
- Data Entry    
  Graphics    
  Special Terminology specify \_\_\_\_\_    
  Web Design

### B. COMPUTER SKILLS:

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

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### C. TECHNICAL SKILLS:

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### D. TRADES/MAINTENANCE SKILLS:

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**E. SAFETY TRAINING:** CURRENT & VALID \_\_\_\_\_

**F. LANGUAGE SKILLS:** Spoken: \_\_\_\_\_ Written: \_\_\_\_\_

### G. 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:

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

Duties:

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

Duties:

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## 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 Employers?  Yes  No

If no, please state reasons:

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Please use PAGE 5 (**rear of this page**) 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.

To be considered for this opportunity, your application **must be accompanied** by a copy of your high school transcript, trades marks, valid drivers license, valid safety training certificates and a driver's abstract. You have the option of attaching the above documents to this application, submitting them by mail to:

[http://www.sgi.sk.ca/sgi\\_pub/drivers\\_licences/drivers\\_licence\\_abstract.htm#1](http://www.sgi.sk.ca/sgi_pub/drivers_licences/drivers_licence_abstract.htm#1)

Iles Electric Ltd.

1200 Scarth Street  
Regina, Sk. S4R 2E5  
Attention: Barry Iles

**Fax:** (306)352-5140

**Email:** [admin@ileselectric.com](mailto:admin@ileselectric.com)

c.c. [biles@ileselectric.com](mailto:biles@ileselectric.com)

c.c. [pamela.iles@ileselectric.com](mailto:pamela.iles@ileselectric.com)

If you wish to **attach your resume**, please do so. **RESUME ATTACHED**

## DECLARATION FOR EMPLOYMENT:

**NOTE:** Trades workers at Iles Electric Ltd must have the ability to distinguish colours: normal colour vision is needed because workers must frequently identify electrical wires by colour. Being an essential and critical health and safety requirement, good colour vision is a condition of employment for pre-apprentice, apprentice, and journeyman positions. (Administrative positions exempt)

I consent to a pre-employment colour vision test

I DO NOT consent to a pre-employment colour vision test

I am applying for an **administrative position**

IT IS UNDERSTOOD AND AGREED THAT ILES ELECTRIC LTD MAY AT ANY TIME SEEK VERIFICATION OF THE ABOVE AND FURTHER INFORMATION IN CONSIDERING MY SUITABILITY FOR ANY POSITION, OR BENEFITS, AT ILES ELECTRIC LTD, I HEREBY REQUEST AND AUTHORIZE ANYONE APPROACHED BY ILES ELECTRIC LTD, ITS EMPLOYEES AND AGENTS, TO PROVIDE THEM WITH ANY AND ALL INFORMATION REQUESTED TO THE BEST OF THEIR ABILITY. I HEREBY RELEASE ILES ELECTRIC LTD, ITS EMPLOYEES AND AGENTS, AND ANYONE PROVIDING INFORMATION PURSUANT TO A REQUEST FROM THE ILES ELECTRIC LTD 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/YEAR

\_\_\_\_\_  
SIGNATURE OF APPLICANT

***Thank you*** for taking the time to complete this application and for your interest in Iles Electric Ltd.

**Applications will be kept on file for 6 months.**

**SKILLS, EDUCATION, TRAINING, PREVIOUS EMPLOYMENT, SPECIAL ACHIEVEMENTS, JOB INTERESTS, VOLUNTEER WORK, HOBBIES, OR ANY ADDITIONAL INFORMATION**

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[Iles Electric Ltd](#) is committed to the principles of Employment Equity and welcomes applications from all qualified candidates. Women, people of aboriginal descent, members of visible minorities, and people with disabilities are invited to identify themselves as members of these designated groups. Please feel free to use the Voluntary Declaration form and attach to this Application or to your resume.

This person self-identified as a member of a designated group as defined by Iles Electric Ltd’s Employment Equity Plan and the self-identification is attached to this application.  Yes  No

**Date:** \_\_\_\_\_

**Signature:** \_\_\_\_\_