



Est. 1982

APPLICATION FOR EMPLOYMENT

HUMAN RESOURCES

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

INSTRUCTIONS: PLEASE COMPLETE IN FULL. ENSURE THAT YOU HAVE **READ, SIGNED, AND DATED** 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)

Email Address: _____

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 *See Resume will not be accepted - Please fill out all areas for each*

	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				Trade Time: _____ HRS
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 WPM: _____
 Other _____ Specify
- Data Entry
 Graphics
 Web Design
 Special Terminology _____ Specify

B. COMPUTER SKILLS:

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

C. TECHNICAL SKILLS:

D. TRADES/MAINTENANCE SKILLS:

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: _____

Are you willing to obtain your air break and trailering endorsements within 6 months of hire? Yes No

PREVIOUS EMPLOYMENT

(Begin with most recent) ***See Resume will not be accepted - Please fill out all areas for each position***

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

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 Employer? Yes No

If no, please state reason(s):

SECURITY CLEARANCE CONSENT: This is mandatory

Employees of Iles Electric Ltd. performs work in highly sensitive areas. Before being perused, applicants must first be processed through a security clearance check.

Do you consent to Iles Electric Ltd performing a criminal record/security clearance check? Yes No

If yes, please include:

Full Name: _____
 First Middle Last

Previously Used Name(s): _____

Date of Birth: _____
 Month Day Year

DATE/YEAR

SIGNATURE OF APPLICANT

Please use the next page to expand upon 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.

For greater consideration, please attach a copy of your:

- high school transcript,
- trades marks,
- valid driver's license, and
- valid safety training certificates

You have the option of attaching the above documents to this application, and submitting them by mail to:

Iles Electric Ltd.
1200 Scarth St.
Regina, SK S4R 2E5
Att'n: Barry Iles

Fax: (306)352-5140

Email: employment@ileselectric.com

Please attach your resume.

ADDITIONAL INFORMATION (E.G. SKILLS, JOB INTERESTS, ACHIEVEMENTS, ETC.)

INCLUSIVE WORKPLACE

Iles Electric Ltd. is committed to providing an inclusive workplace that makes diverse employees feel valued, welcome, integrated and included in the workforce instead of isolated.

Our goal is to make sure that everybody has equal access to opportunities and provide open communication and information sharing as well as shared accountability and responsibility.

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 wire 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 confirm I have the ability to correctly distinguish colours

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.

Iles Electric Ltd. is committed to the principles of Employment Equity and welcomes applicants from all qualified candidates.