

**APPLICATION FOR EMPLOYMENT
WITH
RLC PARK SERVICES**

FAX : (250) 478-0376 EMAIL : office@rlcparks.ca

Please complete all sections of this application as thoroughly as possible, **even if you are attaching a resume**. This will provide us with a clear understanding of your experience, skills, education and qualifications. Reference checks will be conducted prior to employment to assess your past work performance. We appreciate your interest in obtaining employment with us.

Date of Application: _____

PERSONAL INFORMATION

Surname _____ First Name _____ Initial _____

Mailing Address _____ City _____

Province _____ Postal Code _____ Home Phone _____

Social Insurance Number _____ Email Address _____

TYPE OF WORK DESIRED

Position you are applying for:

Park Attendant	<input type="checkbox"/>	Full Time	<input type="checkbox"/>	Part Time	<input type="checkbox"/>
Collector / Gatehouse	<input type="checkbox"/>	Full Time	<input type="checkbox"/>	Part Time	<input type="checkbox"/>
Park Patrol	<input type="checkbox"/>	Full Time	<input type="checkbox"/>	Part Time	<input type="checkbox"/>
Park Interpreter	<input type="checkbox"/>	Full Time	<input type="checkbox"/>	Part Time	<input type="checkbox"/>
Park Manager	<input type="checkbox"/>				

Indicate preferred locations on Vancouver Island:

1. _____

2. _____

3. _____

When would you be available to work? _____

Are there any dates or times that you would not be available for work? _____

Are you familiar with BC Parks? _____

EMPLOYMENT HISTORY

Beginning with your current or most recent job, please describe your previous work history.
Attach additional pages if necessary.

Employer and Location _____ From: _____ To: _____

Supervisor Name _____ Supervisor Title _____ Phone # _____

Your Position/Title _____ Salary _____

Duties _____

Reason For Leaving _____

Employer and Location _____ From: _____ To: _____

Supervisor Name _____ Supervisor Title _____ Phone # _____

Your Position/Title _____ Salary _____

Duties _____

Reason For Leaving _____

Employer and Location _____ From: _____ To: _____

Supervisor Name _____ Supervisor Title _____ Phone # _____

Your Position/Title _____ Salary _____

Duties _____

Reason For Leaving _____

Employer and Location _____ From: _____ To: _____

Supervisor Name _____ Supervisor Title _____ Phone # _____

Your Position/Title _____ Salary _____

Duties _____

Reason For Leaving _____

INTERESTS AND SKILLS

Please list your favourite sports and hobbies _____

Do you have a valid driver's license? _____ D/L Number _____ Class _____

Any driving restrictions? _____

Any driving infractions in the past 5 years? _____

Can you drive Standard? Yes No Automatic? Yes No

Which office machines can you operate? Cash Register Computer Other _____

Please provide a list of power equipment that you can operate _____

Please describe any physical limitations or chronic health problems which could affect your performance of the job for which you are applying (ie. back problems, allergies) _____

List all/any previous job injuries you have sustained _____

Are you bondable? Yes No If no, provide details _____

Do you smoke? Yes No

EDUCATION AND TRAINING

Please describe any secondary or post secondary courses and training which have given you work related knowledge and skills. Official documentation may be required.

Completed? (✓)

Name of Institution/Organization	Location	Dates of Attendance	Areas of Study/ Course	Grade/ Certification/ Diploma/ Degree	Yes	No

EDUCATION AND TRAINING cont'd....

Do you have First Aid Certification? Yes No Type _____ Expiry Date _____

Do you have CPR? Yes No Expiry Date _____ Can you swim? Yes No

Have you ever taken a Power Squadron course? Yes No Date completed _____

Do you have experience in Search and Rescue? Yes No Type _____

List any languages spoken other than English _____

Other educational experiences that you feel are relevant _____

SUPPLEMENTARY INFORMATION

Please use this space to provide additional information on any aspect of your experience or future objectives that you feel is relevant to your application _____

CONDITIONS OF EMPLOYMENT

1. A Driver's License Abstract and Criminal Record Check (at employee's expense) will be required prior to employee being hired.
2. Medical acceptance of employee will be required and may include a medical exam (at Company's expense).
3. Employees will comply with all RLC Park Services policies, rules and regulations.
4. Employment will include a probationary period of employment for 1 to 3 months. This probation period may be extended at the Company's discretion.
5. No overtime is permitted without prior written authorization from the Company President VP of Operations, or Operations Manager.
6. Payroll deductions may be taken for utility charges and personal phone calls.
7. Seasonal and part-time employees will have no guarantee of hours or designated days of work.
8. Start and end dates are dependant on weather and visitation levels.

All of the answers provided by me in this application are true and complete and I understand that any false answers or statements made by me may be grounds for immediate termination of employment. I also authorize investigation of all statements within this application.

Date: _____ Signature: _____