CUPE 3261 Employment Application Form — University of Toronto

The University of Toronto is strongly committed to diversity within its community and especially welcomes applications from visible minority group members, women, Aboriginal persons, persons with disabilities, members of sexual minority groups, and others who may contribute to the further diversification of ideas.

PERSONAL INFORMATION

Name: (Given name first, family name second) ___________________________ Email Address: ___________________________

Phone Number:
Home: ___________________________
Business: ___________________________

Address: (Number, Street and Apt. Number, City, Province and Postal Code)

GENERAL INFORMATION

Position Applied for:
Position Title: ___________________________ Department: ___________________________

Job Opportunity No.: ___________________________

Are you between the ages of 18 and 65? Yes ☐ No ☐

Are you legally entitled to work in Canada? Yes ☐ No ☐
(If the University makes a conditional offer of employment, you may be asked to provide proof of your legal entitlement to work in Canada.)

Employment at The University of Toronto:
Current Employee: Yes ☐ No ☐ Previously Employed: Yes ☐ No ☐

If currently or previously employed by the University of Toronto, please complete the following:
Department: ___________________________ Personnel No. (If known): ___________________________
Reason Left: ___________________________ Date Left: ___________________________

If not currently employed by the University of Toronto, please complete the following:
Have you ever been convicted of a criminal offence for which a pardon has not been granted? Yes ☐ No ☐

What date are you available to start work? ___________________________

EDUCATION (Education and Employment Record sections do not require completion if a resume is attached.)

<table>
<thead>
<tr>
<th>Institution</th>
<th>Program</th>
<th>Major</th>
<th>Number of Years Completed</th>
<th>Was a Degree/Certificate/Diploma conferred?</th>
</tr>
</thead>
<tbody>
<tr>
<td>High School</td>
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<tr>
<td>Community College</td>
<td></td>
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<tr>
<td>Technical Institute</td>
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<tr>
<td>University</td>
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<tr>
<td>Other</td>
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</tbody>
</table>

List any other relevant educational achievements (eg. professional designations, courses, seminars, etc.)

__________________________________________

January 28/2002
Employment Record  Please start with current or most recent employment.

1. **Employer's Name & Address:**

   Position Title:

   Main Duties & Responsibilities:

<table>
<thead>
<tr>
<th>Employed</th>
<th>Salary</th>
<th>Reason</th>
</tr>
</thead>
<tbody>
<tr>
<td>From:</td>
<td>Starting:</td>
<td>For</td>
</tr>
<tr>
<td>To:</td>
<td>Final:</td>
<td>Leaving:</td>
</tr>
</tbody>
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2. **Employer's Name & Address:**

   Position Title:

   Main Duties & Responsibilities:

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<td>To:</td>
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3. **Employer's Name & Address:**

   Position Title:

   Main Duties & Responsibilities:

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<td>To:</td>
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4. **Employer's Name & Address:**

   Position Title:

   Main Duties & Responsibilities:

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<tr>
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<td>For</td>
</tr>
<tr>
<td>To:</td>
<td>Final:</td>
<td>Leaving:</td>
</tr>
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5. **Employer's Name & Address:**

   Position Title:

   Main Duties & Responsibilities:

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<tr>
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<td>To:</td>
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<td>Leaving:</td>
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6. **Employer's Name & Address:**

   Position Title:

   Main Duties & Responsibilities:

<table>
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<tr>
<th>Employed</th>
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<th>Reason</th>
</tr>
</thead>
<tbody>
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<tr>
<td>To:</td>
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<td>Leaving:</td>
</tr>
</tbody>
</table>
Employment Record  Please start with current or most recent employment.

1. Employer's Name & Address:

   Position Title:

   Main Duties & Responsibilities:

   Employed From:       Salary       Reason       For
                          Starting: For
   To:                  Final:   Leaving:

2. Employer's Name & Address:

   Position Title:

   Main Duties & Responsibilities:

   Employed From:       Salary       Reason       For
                          Starting: For
   To:                  Final:   Leaving:

3. Employer's Name & Address:

   Position Title:

   Main Duties & Responsibilities:

   Employed From:       Salary       Reason       For
                          Starting: For
   To:                  Final:   Leaving:

4. Employer's Name & Address:

   Position Title:

   Main Duties & Responsibilities:

   Employed From:       Salary       Reason       For
                          Starting: For
   To:                  Final:   Leaving:

5. Employer's Name & Address:

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   Employed From:       Salary       Reason       For
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   To:                  Final:   Leaving:

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   Position Title:

   Main Duties & Responsibilities:

   Employed From:       Salary       Reason       For
                          Starting: For
   To:                  Final:   Leaving:

January 29, 2002
WORK-RELATED REFERENCES

Please provide three employment related references, including your current supervisor. In addition to references provided by the applicant, the University reserves the right to contact others who it deems relevant and appropriate in the assessment of this application.

<table>
<thead>
<tr>
<th>Name &amp; Title</th>
<th>Employment Relationship</th>
<th>Company &amp; Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
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<tr>
<td>2.</td>
<td></td>
<td></td>
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<tr>
<td>3.</td>
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</tbody>
</table>

All information provided in this form is truthful to the best of my knowledge. I understand that falsification of any of this information or omissions of any pertinent information may disqualify me from employment and/or will constitute grounds for dismissal. If employed, I agree to undergo medical examinations that may be required, which are relevant to the position for which I have applied, including medical examinations that may be required in accordance with University benefit plan requirements.

Date ___________________ Signature ___________________

Print Name ___________________