



**McLEOD LAKE INDIAN BAND**  
 General Delivery McLeod Lake BC V0J 2G0  
 Main Office (250) 750-4415 Fax: (250) 750-4420

**DATE RECEIVED**

# APPLICATION FOR EMPLOYMENT

Please complete this form accurately. As an equal opportunity employer, the McLeod Lake Indian Band values candidates who reflect the diversity of our community. We invite applications from all qualified candidates.

**POSITION APPLYING FOR:**

If you are submitting a general application, please specify your position of interest \_\_\_\_\_

**PERSONAL INFORMATION (PLEASE PRINT)**

Last Name			Given Name(s)		
Box No.	Physical Address		Town	Province	Postal Code
Home No.	Work No.	Alternate No.	Email Address	SIN <input type="checkbox"/> Yes <input type="checkbox"/> No	
Have You Worked for the Band Before <input type="checkbox"/> Yes <input type="checkbox"/> No		When	Position	Reason For Leaving	
Are You Available to Work <input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/> Temporary			If You Only Want To Work Temporary Please Indicate the Dates Available		
If Hired When are You Available to Work?			Do You Have a Valid Driver's License?		

To work in Canada, you must have one of the following: Canadian Citizenship, immigrant status with authorization to work, or a valid work permit. You have to be the minimum age of 15 if you wish to be employed by the McLeod Lake Indian Band.

**EDUCATION AND TRAINING (PROOF OF EDUCATION MAY BE REQUIRED PRIOR TO JOB OFFER)**

Education and Training	Certificate/Diploma/Degree Received?	Name of Certificate/Diploma/Degree Received	Name and Location of Institute/College/University
<b>High School</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No		
<b>College, Business School/Technical</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No		
<b>University</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No		

**SKILLS AND ABILITIES**

<b>Typing</b>	Words Per Minute	First Aid Certificate	Level	1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/>
<b>Word</b>	<input type="checkbox"/> Basic <input type="checkbox"/> Intermediate	<input type="checkbox"/> Advanced	Other:	
<b>Excel</b>	<input type="checkbox"/> Basic <input type="checkbox"/> Intermediate	<input type="checkbox"/> Advanced	Other:	
<b>PowerPoint</b>	<input type="checkbox"/> Basic <input type="checkbox"/> Intermediate	<input type="checkbox"/> Advanced	Other:	

<b>Outlook</b>	<input type="checkbox"/> Basic	<input type="checkbox"/> Intermediate	<input type="checkbox"/> Advanced	Other:
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**EMPLOYMENT HISTORY (START WITH YOUR PRESENT OR MOST RECENT EMPLOYER AND WORK) OR ATTACH RESUME**

<b>Employer:</b>		<b>Supervisor's Name:</b>	
<b>Date Started:</b>	<b>Date Left:</b>	<b>Position:</b>	
<b>Responsibilities:</b>			
<b>Reason For Leaving:</b>			

<b>Employer:</b>		<b>Supervisor's Name:</b>	
<b>Date Started:</b>	<b>Date Left:</b>	<b>Position:</b>	
<b>Responsibilities:</b>			
<b>Reason For Leaving</b>			

<b>Employer:</b>		<b>Supervisor's Name:</b>	
<b>Date Started:</b>	<b>Date Left:</b>	<b>Position:</b>	
<b>Responsibilities:</b>			
<b>Reason For Leaving:</b>			

\*Thank you for completing this application form and for your interest in employment with us. We would like to assure you that your opportunity for employment with The McLeod Lake Indian Band will be based only on your merit and on no other consideration. The personal information requested on this form is being collected under the authority of the Freedom of Information Act. It will be released in accordance with the FOIPPA or as otherwise required by law.

**PLEASE READ CAREFULLY APPLICANT'S DECLARATION:**

**I CERTIFY THAT ALL STATEMENTS IN THIS APPLICATION ARE TRUE. I AGREE AND UNDERSTAND THAT ANY INFORMATION THAT IS FOUND TO BE UNTRUE IN THIS APPLICATION WILL CAUSE LOSS OF ALL RIGHTS TO EMPLOYMENT WITH THE MCLEOD LAKE INDIAN BAND.**

<b>SIGNATURE</b>	<b>DATE</b>
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- Proof of Qualifications and/or references may be required at time of interview
- Applications are kept on file for six(6)months
- A copy of your Status Card will be required if hired and/or if eligible
- Your Social Insurance Number will be required if hired

*We thank all applicants for their interest, however, only those candidates selected for further consideration will be contacted.*