

EMPLOYMENT APPLICATION

"STC is an equal opportunity employer"



Application Date: _____

Position Applied For: _____
(Please circle) Full-Time Part-Time Temporary Seasonal

Name: _____

Current Address: _____

City/Town: _____

Postal Code: _____

Home Phone: _____

Work Phone: _____

Are you **legally entitled** to work in Canada? Yes No

Are you willing to **relocate**? Yes No

Have you previously worked for STC? Yes No

If yes, indicate dates and position: _____

EDUCATION AND TRAINING

	Name of Institution	# of Years Completed	Degree/Diploma
Secondary			
Graduate, Technical or Professional			

List any special training, apprenticeship programs, extra-curricular activities, or skills which you feel may be related to the position being applied for:

If you are applying for a clerical position: keyboarding speed _____ wpm

List any computer software and/or hardware knowledge: (i.e. 2 years experience with Microsoft Word; 1 year experience with Windows XP)

Driver Applicants Only Complete This Section

What class/es of license do you currently possess? _____

If you are applying for a motor coach operator position, please **attach a current driver's abstract**.
Any job offer for a motor coach operator position would be pending medical examination, meeting federal and provincial requirements, and having an acceptable driving record.

WORK EXPERIENCE AND REFERENCES

Name and Address of **Present** or **Most Recent Employer**:

Supervisor Name: _____ Phone #: _____

Period: From: _____ To: _____

Reason for Leaving: _____

Job Title and Description of Duties: _____

Name and Address of **Previous Employer**:

Supervisor Name: _____ Phone #: _____

Period: From: _____ To: _____

Reason for Leaving: _____

Job Title and Description of Duties: _____

List any **voluntary work** experience: _____

Please provide two personal **references** other than relatives:

To assist us in finding the proper position for you at STC, use this space below to summarize any additional information necessary to describe your full competencies:

AGREEMENT - *Please read carefully*

I certify that all statements made are true and complete to the best of my knowledge and belief. I understand that any false information may result in either no offer of employment or termination if already hired.

Signature: _____

Date: _____

Employment Equity Voluntary Declaration – Confidential

As part of Employment Equity Policy review, Saskatchewan Transportation Company has identified four groups as not being adequately represented throughout the corporation. These groups are women, persons with disabilities, Aboriginal peoples, and members of visible minorities. If you belong to one of these under-represented groups, your cooperation in voluntarily completing the Employment Equity Self-Declaration Questionnaire section of the application form would be appreciated.

Your voluntary response to these questions below will assist STC in monitoring the fairness and effectiveness of our recruitment and selection processes. This voluntary information will be recorded in a separate confidential file and will be for the use of the Human Resources Department only.

NAME: _____ Female Male

1. For the purposes of employment equity, **persons with disabilities** refers to persons who have a long-term or recurring physical, mental, sensory, psychiatric, or learning impairment and who :
- a) consider themselves to be disadvantaged in employment by reason of that impairment, or
 - b) believe that an employer or potential employer is likely to consider them to be disadvantaged in employment by reason of that impairment,

and includes persons whose functional limitations owing to their impairment have been accommodated in their current job or workplace.

Based on this definition, do you consider yourself to be a person with a disability?
Yes No

2. For the purposes of employment equity, **Aboriginal peoples** means persons who are Indians, Inuit or Métis.

Based on this definition, do you consider yourself to be of Aboriginal ancestry?
Yes No

If yes, specify from above list the Aboriginal group you belong to: (optional)
 Status Indian Non-Status Indian Inuit Métis

3. For the purposes of employment equity, **members of visible minorities** means persons, other than Aboriginal peoples, who are non-Caucasian in race or non-white in colour.

Based on this definition, do you consider yourself to be a visible minority person?
Yes No

4. Please check this box if the information in this form may be used for human resources management.

AGREEMENT – Please read carefully

I certify that all statements made are true and complete to the best of my knowledge and belief. I understand that any false information may result in either no offer of employment or termination if already hired.

Signature

Date

Please forward completed application in the attached envelope marked “Confidential” to Head Office, Human Resources.