



Employment Application Form

J. Provost Contracting Ltd.
 HWY 17N, Box 1518
 Wawa, Ontario
 P0S 1K0

J. Provost Contracting Ltd. is committed to the principle of equal treatment with respect to employment without discrimination and harassment based on race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, age, record of offences, material status, family status or disability, or any other characteristic protected under Provincial, Federal, or Municipal legislation.

All decisions regarding employment and all other personnel actions are made or administered in accordance with these principles. The policy of the Company is consistent with the requirements of, and objectives set forth in, the various statutes, and regulations relating to the Ontario Human Rights Code.

Position Applied For: _____

Location Applied For: _____

Date Applied: _____

In order for you to be considered for employment this application must be filled out COMPLETELY. Please write "N/A" information is not applicable. Resumes though welcome, should not be submitted in place of the information requested below.

Last Name:		First Name:		Initial:	
Street Name:					
City:		Province:		Postal Code:	
Home Phone:			Cell Phone:		
Available Start Date:			E-mail Address:		
Preferred method of contact? <input type="checkbox"/> Home Phone <input type="checkbox"/> Cell Phone <input type="checkbox"/> E-mail					
Provost requires employees in some positions to respond to emergencies after normal business hours and on weekends. Can you meet this requirement?				<input type="checkbox"/> Yes <input type="checkbox"/> No	
Do any of your friends/family work for Provost?				<input type="checkbox"/> Yes* <input type="checkbox"/> No	
* If yes, please state name and relationship:					
Are you currently employed?				<input type="checkbox"/> Yes* <input type="checkbox"/> No	
* If yes, may we contact your current employer?				<input type="checkbox"/> Yes <input type="checkbox"/> No	
Are you legally entitled to work in Canada?				<input type="checkbox"/> Yes <input type="checkbox"/> No	
Provost requires employees in some positions to work day or night shift in winter months. Can you meet this requirement?				<input type="checkbox"/> Yes <input type="checkbox"/> No	
Provost requires as a condition of employment that you possess and maintain throughout employment a valid DZ driver's license and an acceptable (to Provost) driver's abstract. Is this acceptable to you?				<input type="checkbox"/> Yes <input type="checkbox"/> No	
Provost requires as a condition of employment that you are required to lift a 30kg weight and carry it 100 meters. Is this acceptable to you?				<input type="checkbox"/> Yes <input type="checkbox"/> No	
Provost requires as a condition of employment that you be at your place of employment within 30 minutes in the winter months. Can you meet this requirement?				<input type="checkbox"/> Yes <input type="checkbox"/> No	
Provost requires as a condition of employment, after a job offer has been made, you will have to pass a pre-employment unrinanalysis drug test. Is this acceptable to you?				<input type="checkbox"/> Yes <input type="checkbox"/> No	

Name: _____ Position: _____ Date: _____

Employment History

Other than your current employer, may we contact your previous employers listed below? Yes No
 List for at least 10 years beginning with your present/most recent employer, account for all periods of unemployment. Attach additional pages as needed.

Employer:	Dates Employed		Work Performed
	From (Mo/Yr)	To (Mo/Yr)	
Address:			
City, Province, Postal Code:			
Phone Number:			
Supervisor Name:			
Job Title:			
Type of Business:			
Reason for Leaving:			

Employer:	Dates Employed		Work Performed
	From (Mo/Yr)	To (Mo/Yr)	
Address:			
City, Province, Postal Code:			
Phone Number:			
Supervisor Name:			
Job Title:			
Type of Business:			
Reason for Leaving:			

Employer:	Dates Employed		Work Performed
	From (Mo/Yr)	To (Mo/Yr)	
Address:			
City, Province, Postal Code:			
Phone Number:			
Supervisor Name:			
Job Title:			
Type of Business:			
Reason for Leaving:			

Education

	Name of School	City and Province	Course of Study	Diploma / Degree Recieved
High School			<input type="checkbox"/> Yes <input type="checkbox"/> No
Post Secondary				<input type="checkbox"/> Yes <input type="checkbox"/> No
Trade School				<input type="checkbox"/> Yes <input type="checkbox"/> No
Other				<input type="checkbox"/> Yes <input type="checkbox"/> No

Additional Information

Summarize special job related skills and qualifications you feel may be helpful to us in considering your application.

Name: _____ Position: _____ Date: _____

Skills

Please Check all areas of experience that apply.							
Experience	Level of Experience			Experience	Level of Experience		
	None	Moderate	Expert		None	Moderate	Expert
Asphalt				Equipment Repair			
Landscape				Heavy Equip. Operation			
Hand Tools				Snow Removal Equip. Operation			
Herbicide				Electrical			
Traffic Control				Read Blueprints			
Welding				Basic Math Skills			
Surveying				Computer			

Professional References

Please list a minimum of three professional references of individuals to whom you reported and who are not related to you.

Name	Phone Number	Company	Relationship

Drivers License History

Please attach a recent driver's abstract to the application.

Prior Residency

List your addresses of residency for the past 3 years (excluding current address)

Street Address:			
City:	Province:	Postal Code:	Country:
Street Address:			
City:	Province:	Postal Code:	Country:
Street Address:			
City:	Province:	Postal Code:	Country:

Name: _____ Position: _____ Date: _____

Applicants Certification

This Application for Employment and any other document, including personnel policies, handbooks or manuals, are not intended to create any contractual obligation which in any way conflict with J. Provost Contracting's policy. Each employee can be terminated, with or without cause and with or without notice, at any time, at my option or J. Provost Contracting's in accordance with applicable employment standards legislation. I understand that no management representative has authority to enter into any agreement for continuing employment for any specific period of time or which is contrary to the foregoing. I affirm that the information provided in this Application is true and complete to the best of my knowledge and understand that falsification, misrepresentation or omission of any information is grounds for rejection of my application or termination of my employment, if I am employed. I authorize J. Provost Contracting to ask the persons or companies listed as references on the Application any questions concerning me, my work habits, skills, or my conduct on the job unless I have indicated on the application that I do not want the reference to be contacted. I give J. Provost Contracting permission to contact educational institutions, references and authorize those entities to provide all information requested and authorize J. Provost Contracting to obtain, use and rely upon that information in relation to my Application and hold J. Provost Contracting harmless as a result of any actions it takes resulting from use of this information. If employed by J. Provost Contracting, I will abide by my supervisor's instructions and J. Provost Contracting's work rules and any other rules and regulations relating to the performance of my job. J. Provost Contracting shall have the maximum discretion permitted by law in administering, interpreting, modifying, discontinuing, or enhancing any policy, procedure or benefit plan in accordance with applicable legislation.

In the event J. Provost Contracting pays me any money in error, I hereby give J. Provost Contracting permission to deduct payment from any compensation due and owing me in repayment, as permitted under Federal, Provincial and local laws. If laws require specific permission at the time the deduction is made, I agree to provide the necessary permission for payroll deductions.

I hereby certify that the information provided in the application is true and correct. I understand that my employment may be termination immediately upon discovery that any information is false.

I hereby certify that I have read this Application, I understand them, and I hereby agree to these terms.

Applicant Signature _____ Date _____