

# Village of Pugwash

## 2023 Job Application Form

Please either: print off this form, fill in and send by regular mail or scan and email; or  
Send us a resume and cover letter that includes all the information requested in this form. Thank you.

### Applicant Information

Full Name: \_\_\_\_\_ Date: \_\_\_\_\_

Civic address: \_\_\_\_\_

Mailing address: \_\_\_\_\_

Phone: \_\_\_\_\_ e-mail: \_\_\_\_\_

Position you are applying for: \_\_\_\_\_

- Have you ever worked for the Village of Pugwash before?
- If so, when and in what capacity?
- Are there any times or days of the week when you are not available to work?
- Getting to work - do you have your own transportation?
- Is this position a mandatory part of your education?
- Are you related to any of the current Commissioners for the Village of Pugwash?
- Please list any qualifications you believe to be pertinent to the job for which you are applying (eg: WHMIS, CPR/First Aid etc). Include dates last certified. What other skills, interests or qualifications do you have that relate to this position? Attach more paper if you run out of space.

## Applicant Education

High School:

Date(s) attended/ graduated: \_\_\_\_\_

College/University:

Major/minor subjects:

Date(s) attended/ graduated: \_\_\_\_\_

Other:

Date(s) attended/ graduated: \_\_\_\_\_

## Previous/Current Employment

Company: \_\_\_\_\_

Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Supervisor: \_\_\_\_\_

Job Title: \_\_\_\_\_

Responsibilities: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for leaving: \_\_\_\_\_

Company: \_\_\_\_\_

Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Supervisor: \_\_\_\_\_

Job Title: \_\_\_\_\_

Responsibilities: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for leaving: \_\_\_\_\_

Company: \_\_\_\_\_

Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Supervisor: \_\_\_\_\_

Job Title: \_\_\_\_\_

Responsibilities: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for leaving: \_\_\_\_\_

## References Please list three

Full Name: _____	Relationship: _____
Company: _____	Phone: _____
Address: _____	e-mail: _____
Full Name: _____	Relationship: _____
Company: _____	Phone: _____
Address: _____	e-mail: _____
Full Name: _____	Relationship: _____
Company: _____	Phone: _____
Address: _____	e-mail: _____

## Disclaimer and Signature

I declare that my answers are true and complete to the best of my knowledge.

If successful in this application, I am prepared to obtain a vulnerable sector criminal record check from the RCMP within 14 days of start of employment with the Village of Pugwash.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Submit Application

Applications can be sent by Canada Post, fax, e-mail or by hand to the details below. Additional materials such as résumé / CV or cover letter are welcome. Only the applicants who are to be interviewed will be contacted.

Lisa Betts, Clerk Treasurer

PO Box 220, 124 Water Street

Pugwash, NS, B0K 1L0

P: 902.243.2946

F: 902.243.2126

e: [villagecommission@pugwashvillage.com](mailto:villagecommission@pugwashvillage.com)

## Office use only

Interview Date:

Interview conducted by:

Witnessed by:

Hired?

Only complete the following if the applicant is hired.

Job allocated:

Start date:

Hours:

Wage:

Received TD forms:

Criminal background check received:

Social Insurance Number:

Date of birth:

Notes: