

HIGHBURY CANCO CORPORATION APPLICATION FOR EMPLOYMENT

Instructions: Please print or type and complete this application in full.

HCC is an equal opportunity employer. In all our employment practices, including hiring, HCC is firmly committed to equal opportunity without regard to gender, race, age, sex, religion, ethnicity, national origin, disability, sexual orientation, or any other category protected by applicable federal, or provincial law.

This Application is effective for ninety (90) days. If you have not heard from us within 90 days from the date of your Application and still wish to be considered for employment, it will be necessary for you to complete another Application.

Date:

PERSONAL INFORMATION

Name:

Last

First

Middle

If any of your employment or education was under a different name, please provide the name:

Current Address:

Street: _____

City, Province, Postal Code: _____

E-mail Address: _____ Phone Number: _____

Are you legally entitled to work in Canada?

YES NO

Have you ever been employed by HCC? YES NO

If "yes", please identify when, where, and your supervisor's name.

When:

Where:

Supervisor's Name:

Are you 18 years of age or older?

YES NO

If you are applying for a sales position or a position which requires driving (except to/from work), do you have a valid, active driver's license? YES NO

EMPLOYMENT DESIRED

Position Desired: _____ Wage / Salary Expectation: _____

Date available for employment: _____

How did you learn about this opening? Newspaper Referral Job Board (Indeed.ca, etc.) Lawn Sign Other: _____

Are you the spouse, parent, sibling, or child of any employee currently employed at HCC: If yes, who? _____

Are you able to work overtime? YES NO

Are you able to work shifts? YES NO

EDUCATION

Name and Location (Be sure to include the street address.)	Did you graduate?	Principal Course of Study	Grade Average	Diploma, Degree or Certificate Earned
High School: Address: City, Province, Postal Code:	<input type="checkbox"/> YES <input type="checkbox"/> NO			
Business or Technical: Address: City, Province, Postal Code:	<input type="checkbox"/> YES <input type="checkbox"/> NO			
College: Address: City, Province, Postal Code:	<input type="checkbox"/> YES <input type="checkbox"/> NO			
University: Address: City, Province, Postal Code:	<input type="checkbox"/> YES <input type="checkbox"/> NO			
Other Education: Address: City, Province, Postal Code:	<input type="checkbox"/> YES <input type="checkbox"/> NO			
If you did not complete high school, do you have a high school equivalent diploma? <input type="checkbox"/> YES <input type="checkbox"/> NO If yes, identify the type of high school equivalent diploma and institution contact information: Institution: Address: City, Province, Postal Code: Phone Number:				

ADDITIONAL INFORMATION

State any additional information or explanation you feel may be helpful to us in considering your application. This could include any specialized training, courses or other activities you have completed that will aid in evaluating your qualifications for the position you are seeking. Please include grade or other indicator of achievement.

EMPLOYMENT HISTORY

EMPLOYMENT HISTORY: Starting with your current or most current employer, list your three (3) previous employers. Include self-employment, summer and part-time jobs. Must be completed in full for each employer; writing "see resume" is **not** acceptable.

CURRENT/PREVIOUS EMPLOYER

Company Name:		Type of Business:
Street Address:		Phone Number:
City, Province, Postal Code:		Current Job Title:
Start Date:	End Date:	Current Salary:
Name and Title of Last Immediate Supervisor:		Reason For Leaving:

NEXT PREVIOUS EMPLOYER

Company Name:		Type of Business:
Street Address:		
City, Province, Postal Code:		Phone Number:
Start Date:	End Date:	Job Title:
Name and Title of Last Immediate Supervisor:		Reason For Leaving:

NEXT PREVIOUS EMPLOYER

Company Name:		Type of Business:
Street Address:		
City, Province, Postal Code:		Phone Number:
Start Date:	End Date:	Job Title:
Name and Title of Last Immediate Supervisor:		Reason For Leaving:

Explain any gaps in your employment history described above.

FOR HOURLY PRODUCTION POSITIONS ONLY

Do you have forklift or other material handling equipment experience? <input type="checkbox"/> YES <input type="checkbox"/> NO	
If "yes" what types of forklifts can you operate?	
Do you have a certification to operate a forklift? <input type="checkbox"/> YES <input type="checkbox"/> NO	If "yes" when were you last certified? _____
What other types of material handling equipment are you certified to operate?	

CRIMINAL HISTORY

If the Company chooses to extend an offer of employment, such offer will be conditional upon satisfactory completion of a criminal background check. Please note that a guilty plea or conviction will not necessarily disqualify you from employment. Rather, we will consider the specific responsibilities of and your suitability for the position for which you are being considered; the nature, number, and gravity of the felony/misdemeanor offense(s) of which you were convicted/pled guilty; the amount of time that has passed since the conviction/plea; evidence of rehabilitation; and, other mitigating factors in determining whether we will proceed in the application process.

AT-WILL EMPLOYMENT

By your signature below, you confirm that neither the acceptance of this application nor the subsequent entry into any type of employment relationship, either in the position applied for or any other position, and regardless of the contents of any employee handbook, personnel manual, benefit plan, policy statements, and the like as they may exist from time to time, or other HCC practices, shall serve to create an actual or implied contract of employment or to confer any right to remain an employee of HCC. You also know and understand that if employment is offered to you and the salary is stated in a fixed term such as annual, monthly, etc., that fact does not imply employment for any fixed period of time. In the event that you are offered a position and you accept that offer, your employment shall be "at-will" and may be terminated at any time by either yourself or HCC, with or without cause and with or without notice according to Employment Standards Act. You understand that no manager or representative of HCC has any authority to enter into any agreement for employment for any specified period of time or to make any agreement contrary to the foregoing.

DRUG/SUBSTANCE ABUSE FREE WORKPLACE

HCC is a Drug/Substance Abuse Free Workplace.

CONFIDENTIALITY

HCC protects the confidentiality of its business information, and a condition of employment with HCC is compliant with all of the terms of HCC’s business confidentiality policies including (i) an agreement not to disclose to anyone outside HCC any information of a confidential nature proprietary to HCC, and (ii) an agreement to disclose to HCC promptly after their conception all inventions, improvements, and developments relating to the business of HCC which are conceived or developed while employed by HCC, including all inventions made on HCCs time or in the performance of assignments which are given during the course of your employment by HCC.

REFERENCES

During the recruitment process you may be requested to provide employment references. Providing references does not imply that an offer of employment or a conditional offer of employment will be presented.

INFORMATION COMPLETE AND TRUTHFUL

I certify that all information on this application is true, correct and complete. I acknowledge and understand that I may be denied employment or, if hired, my employment may be terminated, if it is discovered that any of my answers or information provided on this application, or in any supplement thereto, or in any pre-employment interview are false, misrepresented, incomplete or omitted.

Signature: _____ **Date:** _____