

# Employment Application

Name \_\_\_\_\_  
Last First Middle

Legal name if different \_\_\_\_\_

Address \_\_\_\_\_  
Street Apt No City Province Postal Code

Telephone (\_\_\_\_\_) \_\_\_\_\_ Email \_\_\_\_\_

Are you legally eligible\* to work in Canada?  Yes  No  
*\*you are legally eligible if you are a Canadian Citizen, permanent resident / landed immigrant or hold a valid work permit*

Have you ever been convicted of a criminal offence for which a pardon has not been granted?  Yes  No

Have you ever been employed by Kitchener Public Library?  Yes  No

Have you ever applied for a position with us before?  Yes  No

I am 15 years of age or older.  Yes  No

\* Are you related to anyone working at Kitchener Public Library?

Yes  No

If yes, provide Name \_\_\_\_\_ Department \_\_\_\_\_

Position(s) applied for or desired \_\_\_\_\_

Date available \_\_\_\_\_

Type of employment desired:

Full-time  Part-time  Casual (On-Call)  Shelver

Other not listed \_\_\_\_\_

Are you available to work at all KPL locations? Please check all that apply:

Central (Queen St. N.)  Grand River Stanley Park  Forest Heights  
 Pioneer Park  Country Hills

To accommodate the library's hours of operation, employees are expected to work flexible schedules, which includes day, evening, Saturday, Sunday and standby scheduling. Are there any times during the week when you are unavailable?

\_\_\_\_\_



| [kpl.org](http://kpl.org)

To determine your qualifications for employment, please provide information related to your education, employment history, volunteer experience(s) and other achievements. Additional information or résumés may be attached separately.

## EDUCATION

Level of Education	Course of Study	Grade or level completed	Degree, Diploma or Certificate obtained
Secondary School			
Technical, Vocational or Other			
University / College			
Post Graduate Study			

Please list other relevant courses, workshops, seminars, licences, certificates, degrees obtained:

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Describe other relevant information such as software or special equipment you can operate, hobbies, interests and volunteer experiences and achievements.

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<b>Present or Most Recent Employer</b>	
<b>Employer Name:</b>	<b>Reason for Leaving:</b>  (do not refer to issues related to maternity/parental leave, Workers' Compensation claims, disability, or human rights complaints)
<b>Type of Business:</b>	<b>Position Held:</b>
<b>Period Employed:</b>	<b>Supervisor/Department:</b>
<b>May we contact this employer?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	<b>Phone Number:</b> (     )
<b>Duties / Responsibilities:</b>	
<b>Present or Most Recent Employer</b>	
<b>Employer Name:</b>	<b>Reason for Leaving:</b>  (do not refer to issues related to maternity/parental leave, Workers' Compensation claims, disability, or human rights complaints)
<b>Type of Business:</b>	<b>Position Held:</b>
<b>Period Employed:</b>	<b>Supervisor/Department:</b>
<b>May we contact this employer?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	<b>Phone Number:</b> (     )
<b>Duties / Responsibilities:</b>	

I agree to provide information identifying present and/or past employers to be approached for references. I understand that such references will be sought only after an interview. I authorize Kitchener Public Library to make such inquiries as deemed appropriate to the position for which I am applying.

I affirm and certify that the information given on this application is true and complete to my knowledge. I understand that any false statement, misrepresentation or deliberate omission of information may disqualify me from employment, or cause my immediate dismissal.

Applications, cover letters and résumés should be addressed to:

**Manager, Human Resources**

Kitchener Public Library  
85 Queen Street North  
Kitchener ON N2H 2H1

Fax 519-743-1261  
Email [resumes@kpl.org](mailto:resumes@kpl.org)  
TTY: 1-877-614-4832

Kitchener Public Library is committed to an inclusive and diverse workplace where our behaviours and actions reflect our values of trust, mutual respect and dignity for all individuals.

Accommodations are available upon request for applicants with a disability. Please contact Human Resources Staff by phone 519-743-0271 ext. 239 or TTY 1-877-614-4832, or by email at [hr@kpl.org](mailto:hr@kpl.org).

We thank all applicants in advance and advise that only those selected for an interview will be contacted. A police information check may be required as a condition of employment depending on the nature of the position. We will retain your application for a period of six months. Personal information on your resume is collected under the authority of the Public Libraries Act, R.S.O. 1990 and will be used to determine eligibility for employment. For questions, please contact the Human Resources Department.

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

*\*Under Kitchener Public Library's Hiring, Employment and Promotion of Relatives Policy, a direct or indirect supervisor/subordinate reporting relationship will not be created between immediate family members.*