



HUMAN RESOURCES DIVISION
Employment Application – Casual Pool Clerk Typist 3

Name:

Date:

Date available to start work:

A: Indicate your hours of availability in the table below. If necessary, add detail in the Notes section.

Monday	Tuesday	Wednesday	Thursday	Friday

NOTES:

B: Are you looking for full-time work? Yes No

C: What is your typing speed? _____
 Please attach proof (e.g. on-line typing test certificate or equivalent)

D: Detail your experience the following programs / databases below

Program/ Skill Area	Level (Beginner, Intermediate or Advanced) & # of Yrs of Work Experience	Types of Higher Level Activities Completed, Certifications achieved, etc.
<i>SAMPLE: MS WORD</i>	<i>3 years (Jan 2016-2019; Full-Time with ABC Consultants)</i>	<i>Created 4 reports w/ tables of contents (each 5-30 pages); mail merge w/ excel (merging 50 names); business letters (probably 100+);</i>
MS Word		
MS Excel		
MS Outlook		
Databases used (please list) Tempest/ Prospero Unit 4 Agresso		
Other - cash handling, processing payments		
Other -		

Please complete this application form and submit to Human Resources with your cover letter and resume by posting deadline.