



CLERICAL APPLICATION

Today's Date: _____

Name: _____

Address: _____

City: _____ Postal Code: _____

Nearest Major Intersection: _____

Phone : (H) _____ (Cell) _____

E-mail: _____

S.I.N: _____ Are you legally entitled to work in Canada? No / Yes
Yes with a work visa: expiry date _____

Days willing to work: S M T W T F S

Shifts willing to work: days afternoons nights

Have a car?: Yes / No

Willing to work in: Mississauga Brampton Etobicoke

Indicate work preferences: short-term temp / temp to hire part-time / full-time

Type of position seeking:

Admin Assistant _____	Admin Clerk _____	Customer Service _____	Reception _____	Data Entry _____
Accounting Clerk _____	A/P Clerk _____	A/R Clerk _____	Transportation Clerk _____	Shipping/Receiving _____
I.T. _____	Accountant _____	Sales / Marketing _____	Dispatcher _____	Other _____

****Min salary accepted _____

Circle work experience in any of the following areas:

Industry Background

Accounting	Banking / Finance	Legal	Insurance	Human Resources	Engineering
Medical	Sales/Marketing	I.T.	Real Estate	Distribution	Warehousing
Logistics	Transportation	- Local/US/	Air/Ocean/Rail	Other	_____

EMPLOYMENT HISTORY (must be completed)

MOST RECENT POSITION

(may we contact your current employer? YES / NO)

Dates Employed From: _____ To: _____

Company Name: _____

Address: _____

Tel Number: _____

Supervisor: _____

Duties: _____

Salary: _____

**Reason for Leaving: _____

2nd LAST POSITION

Dates Employed From: _____ To: _____

Company Name: _____

Address: _____

Tel Number: _____

Supervisor: _____

Duties: _____

Salary: _____

**Reason for Leaving: _____

3rd LAST POSITION

Dates Employed From: _____ To: _____

Company Name: _____

Address: _____

Tel Number: _____

Supervisor: _____

Duties: _____

Salary: _____

**Reason for Leaving: _____

Have you ever been convicted for a criminal offence for which a pardon has not been granted? _____
(If yes please explain) _____

I verify that the information given is true, and do hereby authorize my former employers to release any and all information pertaining to my performance and ability, with reference to my position while in their employ, acting as their agent, under contract to them or acting as their representative, to HELPFAST PERSONNEL INC.

Applicant Signature: _____

PROFESSIONAL REFERENCES FOR: _____

Provide 3 references for whom you worked **in Canada**.
(Must be supervisors/managers/direct reports, NO RELATIVES)

Name: _____
Company: _____
Job Title: _____
Address: _____
City: _____
Work ph #: () _____
Email: _____
Relationship to applicant: _____ For how long? _____

Name: _____
Company: _____
Job Title: _____
Address: _____
City: _____
Work ph #: () _____
Email: _____
Relationship to applicant: _____ For how long? _____

Name: _____
Company: _____
Job Title: _____
Address: _____
City: _____
Work ph #: () _____
Email: _____
Relationship to applicant: _____ For how long? _____



REQUEST FOR INFORMATION PERTAINING TO PREVIOUS EMPLOYMENT

Date: _____

Information requested on _____

The above listed individual has applied for employment at:

HELPPFAST PERSONNEL INC.
5920 Atlantic Drive
Mississauga, ON L4W 1N6
[t] 905-625-2200 [f] 905-625-9949

APPLICANT CONSENT:

I hereby authorize you, my previous employer to release any and all information pertaining to my performance and ability, with reference to my position while in your employ, acting as your agent, under contract to you or acting as your representative, to HELPPFAST PERSONNEL INC.

Signature of Prospective Employee

Printed Name

