



THE DIFFERENCE IS YOU!

PERSONAL INFORMATION - PLEASE PRINT

CONFIDENTIAL

First Name:	Last Name:	Middle Initial:
Address:		Apt. #
City:	Province:	Postal Code:
Day Phone #: ()	Evening Phone #: ()	Cell Phone #: ()

Where are you interested in working?

Harvey's Montana's Swiss Chalet
 Airline Solutions Cara Home Office Milestone's Kelsey's

What position are you applying for?	Is there a specific location you prefer? _____
If hired, what date could you start?	Please specify main intersection (if known) _____

How did you hear about us?

Agency School Existing employee Walk-in Advertisement Job Fair
 Cara Website Other website (please specify) _____ Other _____

Have you ever been employed by Cara Operations before? Yes No

• If yes, which company/location?	• Dates of employment?
• Who was your manager?	• Why did you leave?

BACKGROUND INFORMATION

Are you legally entitled to work in Canada? Yes No

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

EMPLOYMENT CONDITIONS

We have high standards of personal appearance, including uncompromising personal hygiene. You may be required to wear a uniform or follow a dress code. Are you willing to meet these standards? Yes No

Because the hours and shifts are so varied, it is necessary to have reliable transportation. Do you have reliable transportation? Yes No

Are you willing to relocate? If yes, to where? Yes No

EDUCATION & TRAINING

Circle the highest level of schooling completed: Grade 9/10/11 High School Trade School CEGEP/College University

For Trade School, CECEP/College or University, please indicate your area of study: _____

Please explain any specialized training or course work you have completed or partially completed that relates to the position you are applying for.



EMPLOYMENT HISTORY

Enter recent job first	Responsibilities	Dates Employed	Reason for Leaving	May we check references?
Company:		From:		<input type="checkbox"/> Yes <input type="checkbox"/> No
Position:		To:		Name:
				Phone #:
Company:		From:		<input type="checkbox"/> Yes <input type="checkbox"/> No
Position:		To:		Name:
				Phone #:
Company:		From:		<input type="checkbox"/> Yes <input type="checkbox"/> No
Position:		To:		Name:
				Phone #:
Company:		From:		<input type="checkbox"/> Yes <input type="checkbox"/> No
Position:		To:		Name:
				Phone #:
Company:		From:		<input type="checkbox"/> Yes <input type="checkbox"/> No
Position:		To:		Name:
				Phone #:

AVAILABILITY

What type of position are you looking for? Full time Part time (24 hours or less per week) Temporary

How many hours per week would you like to work? _____

Please indicate the hours you would like to work in the space provided below:

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Morning							
Afternoon							
Evening							
Nights							

If employed, I hereby agree to abide by all policies and rules of Cara, including those addressing job-related appearance and grooming standards. I understand that these policies and rules may be amended or revised by Cara at any time and that nothing in this application creates, or will create, an express or implied contract of employment between Cara and me. I hereby declare that the foregoing information is true and complete to my knowledge. I understand that a false statement may disqualify me from employment, or cause my subsequent dismissal on a just cause basis.

For any purpose related to Cara's business, including assessing my suitability for current and future employment opportunities with Cara, I consent to Cara's collection, retention and use of personal information provided in this application or obtained from the references or from the interview process ("Personal Information"), and I consent to the disclosure of such Personal Information by those references to Cara. I understand that if I do not become employed with Cara, the Personal Information will be retained by Cara for a period of time for consideration for future employment opportunities. I further understand that if I do become employed with Cara, the Personal Information will be kept on file within Cara for as long as I am an employee with Cara.

Signature: _____

Date: _____