

APPLICATION FOR TEMPORARY/SEASONAL EMPLOYMENT

POSITION CRITERIA

Commissionaires Kingston & Region Division is always looking for talented and skilled individuals to join our team and invites applications for Temporary/Seasonal Staff members. Under supervision, Temporary Staff members will be responsible for providing excellent guest services. Flexibility is a key requirement and Temporary workers may work full-time or part-time depending on contractual obligations, sometimes on short notice and may be required to work irregular hours. Employees and representatives of Commissionaires will commit themselves to maintain high standards and honesty. Further details of these expectations will be clarified if an offer of employment is made. This is a temporary position and it is not benefits eligible. Our company is an Equal Employment Opportunity Employer.

 Date of Application

 Signature of Applicant

PERSONAL INFORMATION

Surname: _____ First Name: _____ Initials: _____

PO Box, RR #, Apt: _____

Street Address: _____

City: _____ Province: _____ Postal Code: _____

Primary Telephone (including area code): (____) _____ Secondary Phone (____) _____

Email Address: _____ (Required for Payroll purposes and other pertinent business information)

 First Language English French Other

Ministry of Labour – Safety Awareness Training Certificate (date) _____

EMPLOYMENT INFORMATION

 Are you 18 years of age or older?
 YES NO

 Are you legally entitled to work in Canada?
 YES NO

 Do you have reliable transportation to get to and from
 the contractual site(s)?
 YES NO

 If you are employed, are you willing to undergo a search
 of your personal possessions and vehicle when going on
 or off duty?
 YES NO

 Do you hold a current First Aid/CPR?
 YES NO

 Are you Smart Serve Certified?
 YES NO

 Have you ever been convicted of a criminal offence for
 which a Record of Suspension (Pardon) has not been
 granted?
 YES NO

 Do you hold a recent, current (within the last three
 months) and clear CPIC?
 YES NO

Can you perform all the required job functions, tasks and/or duties, physical requirements of the job?

 ➤ Walking 1 to 5 kms per shift?
 YES NO

 ➤ Negotiating more than 50 stairs per round
 YES NO

 ➤ Responding to emergencies within or less than 3
 minutes
 YES NO

 ➤ Standing for more than 4 hours per shift
 YES NO

 ➤ Sitting for more than 5 hours per shift
 YES NO

 ➤ Lifting objects up to 25 kgs
 YES NO

References (must provide PROFESSIONAL references only. No personal references accepted)

Name	Phone Numbers (include cell #)	Position Held
1. _____	_____	_____
2. _____	_____	_____

Résumé: Please attach your résumé.**DECLARATION:**

I certify that the statements made by me in this application and attached résumé, and those given during my employment interview(s) are accurate and complete to the best of my knowledge. I understand that any incorrect, false, or incomplete statement of information furnished by me in connection with my employment may disqualify me from employment or be cause for immediate dismissal. I understand that the personal information provided on this application form will be used by Commissionaires Kingston & Region Division to make an initial hiring decision. I therefore authorize Commissionaires Kingston & Region Division to make reference checks to verify the information on this form, and to assess my character and suitability for security work. Reference checks may include communication with former employers, schools or law enforcement agencies with whom I am acquainted.

By signing this form, I consent and agree to the Commissionaires – Kingston & Region Division using my personal information provided in this application and attached resume for purposes relating to my hiring and, if hired, for purposes relating to my continued employment such as the administration of payroll. I also consent and agree to the Commissionaires – Kingston & Region Division disclosing only as much information as may be needed by third parties who provide services to Commissionaires – Kingston & Region Division in connection with my employment, such as payroll and benefits administration. I further consent and agree to the collection, use and disclosure of any personal information provided to the Commissionaires – Kingston & Region Division for purposes relating to my continued employment, where required.

I understand that under the Ontario Employment Standards Act (ESA) and Personal Information Protection and Electronic Documents Act (PIPEDA), Commissionaires – Kingston & Region Division will treat my personal information in a confidential manner and that, if hired, I will be required to provide updated personal contact documentation (i.e. address, telephone number, e-mail or other electronic address).

I understand and agree that, if hired, my employment will be subject to various guidelines, rules and regulations of Commissionaires as stated in the Employee Contractual Agreement, any policy and procedure manuals, terms of conditions or other communications to employees. I further understand and agree that Commissionaires policies and procedures are subject to modification without notice.

I hereby acknowledge that I have read and understand the above statement.

Date of Application

Signature of Applicant

The Canadian Corps of Commissionaires – Kingston & Region Division is committed to an open policy of providing equal opportunities and ensures that all qualified applicants will receive equal consideration for positions within the organization, to promote fair representation in the four designated groups. Upon request, Commissionaires will provide accommodation to those candidates who require assistance.

Fall 2017

“The Personal Information Protection and Electronic Documents Act (PIPEDA) applies to the collection, safeguarding, use or disclosure of personal information by Kingston & Region Division Commissionaires (KRDC) in the course of a commercial activity. KRDC, comply with all of the “Principles” to the fullest extent reasonably possible. A client, applicant or employee may review our Privacy Policy on our webpage www.thecommissionaires.com.”