



Application for Employment:

Human Resources Department

City of Yorkton

Phone: (306) 786-1700

Box 400

Fax: (306) 786-6880

Yorkton, SK S3N 2W3

E-mail: employment@yorkton.ca

Only the information provided with this application will be considered.

PERSONAL

Name: \_\_\_\_\_  
(last name) (first name) (middle name/initial)

Address: \_\_\_\_\_  
(number) (street)

City: \_\_\_\_\_ Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Alternate Phone: \_\_\_\_\_

EMPLOYMENT DATA

Position Applied for: \_\_\_\_\_

Labourer \_\_\_\_\_ Engineering \_\_\_\_\_

Equipment Operator \_\_\_\_\_ Accounting/Payroll \_\_\_\_\_

Caretaker/Cleaning \_\_\_\_\_ Admin.Support/Secretarial \_\_\_\_\_

Recreation \_\_\_\_\_ Computer Systems \_\_\_\_\_

Other (please specify) \_\_\_\_\_

Date Available for Employment: \_\_\_\_\_

Permanent \_\_\_\_\_

Casual \_\_\_\_\_

Summer \_\_\_\_\_

If student, are you returning to school in the fall? Yes/No

Do you know anyone who works for the City of Yorkton? Yes/No

If "yes", state name(s): \_\_\_\_\_

Would you accept: Shift Work \_\_\_\_\_

Weekend Work \_\_\_\_\_

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Complete the following section if relevant to the position for which you are applying:

Word Processing Speed \_\_\_\_\_ w.p.m.                      Spreadsheet Capabilities? Yes/No

I am able to perform:    Heavy \_\_\_\_\_ Moderate \_\_\_\_\_ Light \_\_\_\_\_ physical work.

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Include all work experience. Start with your current or most recent position.

Date From:	Employer Name & Address	Job Title	Reason for Leaving
Date To:			
Duties of this position:			

Date From:	Employer Name & Address	Job Title	Reason for Leaving
Date To:			
Duties of this position:			

Date From:	Employer Name & Address	Job Title	Reason for Leaving
Date To:			
Duties of this position:			

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WORK EXPERIENCE

EDUCATION

Education	Name & Location	Course	Level Attended	Graduate (Yes/No)
Elementary School				
High School				
Business College				
Technical Institution				
University				
Other				

OTHER EXPERIENCE/SKILLS

Describe any other courses, training, apprenticeships or educational programs you have taken:


List memberships in professional, technical or other association (please exclude ethnic, religious or political groups that would relate to the job applied for).


List other skills, qualifications or volunteer experience you have that would relate to your application for employment. For example: computer experience, equipment you have operated, etc.


List any interests, hobbies, or activities that you participate in (please exclude ethnic, religious or political activities).


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Please provide 3 references who are not personal friends or relatives who can supply information on your job performance. May we contact your references? Yes/No

REFERENCES

Name and Address	Work Relationship	Phone Number
1.		
2.		
3.		

CERTIFICATION

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False information on this application form could result in no employment or termination if already hired.

I certify that the information provided on this application is true and complete.

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

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**A resume or additional pages are welcome, please attach.**