



Mailing Address:
University of Winnipeg
Human Resources
515 Portage Avenue
Winnipeg, Mb. R3B 2E9

Fax: (204) 774-2935 Email: recruit@uwinnipeg.ca

Application for Employment

SUPPORT STAFF

FOR OFFICE USE ONLY

Resumé attached: ☐ Yes ☐ No

GENERAL APPLICATION

☐ Full-time ☐ Part-time ☐ Temporary

Type of Work

Are you presently working for the University of Winnipeg?
Have you previously worked for the University of Winnipeg?
Are you legally eligible to work in Canada?

☐ Yes
☐ Yes
☐ Yes

☐ No
☐ No
☐ No

SPECIAL APPLICATION

Job Vacancy Number

Classification

Department

PERSONAL DATA

Name

Last Name

Given Names

Address

Number and Street

City

Province

Postal Code

Home Phone _____

Business Phone _____

E-mail Address _____

Fax Number _____

EDUCATION

Elementary / Secondary Grade 1 2 3 4 5 6 7 8 9 10 11 12 13

Circle highest year successfully completed.

Vocational School / College / University

Institution Attended	Name & Address of Institution	Highest Level Successfully Completed	Type of Certificate or Diploma Obtained
Community College			
University			
Post Graduate			
Other			

Any Additional Training or Experience (apprenticeships, seminars, trade papers, conferences, certificates)

The following section is to be completed only as it pertains to the position you are applying for:

SPECIALIZED SKILLS

A. SECRETARIAL / CLERICAL SKILLS:

- ☐ Word Processing ☐ Spreadsheets ☐ Database ☐ Minute Taking/Shorthand
☐ Dictaphone ☐ Data Entry ☐ Graphics ☐ Special Terminology

Specify _____

B. COMPUTER SKILLS:

Please specify systems, courses, and related knowledge you have acquired:

C. TECHNICAL / TRADES / MAINTENANCE SKILLS

EMPLOYMENT HISTORY

List previous employment in order, beginning with present or last employer.

Employer Name & Address: _____

Present/Last Job Title: _____

Period of Employment: From: _____ To: _____

Name of Supervisor: _____ Phone: _____

Duties/Responsibilities
RELEVANT to the job you
are applying for:

Reason for Leaving: _____

Employer Name & Address: _____

Present/Last Job Title:

Period of Employment: From: _____ To: _____

Name of Supervisor: _____ Phone: _____

Duties/Responsibilities
RELEVANT to the job you
are applying for:

Reason for Leaving: _____

Employer Name & Address: _____

Present/Last Job Title: _____

Period of Employment: From: _____ To: _____

Name of Supervisor: _____ Phone: _____

Duties/Responsibilities
RELEVANT to the job you
are applying for:

Reason for Leaving: _____

For Employment References may we contact:

Your Present/Last Employer?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Your Former Employer(s)?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

SKILLS and ABILITIES

Please use this space to comment on other skills, experiences and abilities that demonstrate how your qualifications meet those that we are seeking in this specific job. If you have additional abilities beyond those required for this position, please identify these as well.

Declaration:

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 dismissal.

Pursuant to the provision of the Personal Investigations Act (p.33 Statutes of Manitoba), I hereby authorize the University of Winnipeg to seek verification of the above information in considering my suitability for the applied for position.

Personal information is being collected to assess your suitability/eligibility for employment with the University of Winnipeg. The personal information is collected pursuant to subsection 37(2) of the Freedom of Information and Protection of Privacy Act (S.M. 1997, c.50 0 – CapF175) for the sole use within the University of Winnipeg for job application purposes. This application will be kept on file for a minimum period of one year and then destroyed. If you have any questions regarding the collection and use of your personal information on this form, please contact: Karn Sandy, Executive Director of Human Resources.

Date _____ Signature of Applicant _____

We thank all applicants for their interest, however, only those selected for interviews will be contacted.