



## Application for Auxiliary Employment

Please complete this form accurately as it will become an important part of the assessment to determine your suitability for the position. As an equal opportunity employer, the City of Vancouver values candidates who reflect the diversity of our community. We invite applications from all qualified candidates. You will need to:

- Complete a separate application form for every position for which you apply and attach your resume
- Complete all required areas denoted by an asterisk (\*)

\* Position Applied for: Stage Door  Audience Services (FOH/Concessions)

Number of days available per week \_\_\_\_ or hours per week \_\_\_\_

Indicate days(s) and times you are available to work:

Is this availability ongoing? Yes  or No  If no, for how long?

Note: Hours cannot be guaranteed as work is dependent on performances. Performances require evening and weekend work.

### Personal Information

To support your application for employment with the City of Vancouver we need to collect some personal information from you. This information is being collected under the authority of the *Freedom of Information and Protection of Privacy Act* (FOIPPA). It will only be released in accordance with the FOIPPA or as otherwise required by law. Questions about how the FOIPPA applies to this information may be directed to the Manager, Corporate Information and Privacy, City Clerk's Department, 453 West 12th Avenue, Vancouver, BC V5Y 1V4, Tel: 604.873.7999.

\* Last Name  \* First Name & Middle Initial  \* Employee No. (CoV employees only)

\* Address: No.  Street  \* City

\* Province  \* Postal Code  \* Phone No. (day)  Phone No. (alternate)

E-mail Address

\* Are you legally entitled to work in Canada and BC? Yes  or No

To work in Canada you must have one of the following: Canadian citizenship, immigrant status with authorization to work, or a valid work permit. In BC, if you are under the age of 15 and wish to be employed, you must have written permission from your parent or guardian.

### Education

What grade of secondary school (high school) have you completed? \_\_\_\_

Name of Institution	Program	Name of certificate or qualification received
Technical / Trade School		
College / University		

**Work Experience** (please start with your most recent position)

Company Name	Position Title	From	To	Key Duties

Please detail any work related:

Computer software or applications used	Course taken Yes or no	Level of expertise Basic/Intermediate/Advanced	Length of time actively used

Experience with work-related tools / equipment (e.g. cash registers, espresso machines, soft drink & bar systems, ticket scanners)	

Work-related training or courses			
First Aid (state which certificate):	Expiry date:	CPR (indicate level):	Expiry date:
Serving It Right <input type="checkbox"/>	Superhost <input type="checkbox"/>		
Other:			

Professional Memberships and / or Professional Associations

\* Are you a former employee of the City of Vancouver or any of its related boards? Yes  or No   
 If yes, please complete the following information:

* Employee No.	* Department	* Position	* Surname (if changed from last employment)

* Reason for leaving

Other Information to support your application (e.g. second languages, volunteer experience, coaching, community work)

**References**

If you are contacted to attend an interview, you will be required to bring at least three (3) preferably work-related references that support your application. During the interview, we will discuss your references with you. By making this application, you understand that, in order to determine your suitability for employment, you authorize us to contact your references as well as any other individuals we may bring to your attention during the course of our selection process.

**\*Applicant's Declaration**

I certify that the information I am providing in my application for this position is true and complete to the best of my knowledge. I understand that if I provide information in connection with my application which is found to be untrue or incomplete, my application may be rejected and I may be subject to discipline up to and including termination if I am hired as the successful applicant.

I consent. Yes  or No

\_\_\_\_\_  
 Applicant's Signature \_\_\_\_\_  
 Date

\*When submitting by e-mail and if you are contacted for an interview, your signature will be required at that time