



Task Title: Review Information on a Job Application

OALCF Cover Sheet – Practitioner Copy

Learner Name: _____

Date Started: _____

Date Completed: _____

Successful Completion: Yes No

Goal Path: Employment Apprenticeship

Secondary School Post Secondary Independence

Task Description: Review a Job Application to locate information.

Main Competency/Task Group/Level Indicator

- Find and Use Information/Interpret documents/A2.2

Materials Required:

- Pen/pencil and paper and/or digital device

Task Title: ReviewInformationOnAJobApplication_E_A2.2

Learner Information

When applying for jobs, it is usually necessary to complete an application form.

Scan "Diversified Transportation Ltd. Application for Employment".



APPLICATION FOR EMPLOYMENT

Instructions: 1. Please Print 2. Incomplete information could affect the evaluation of your application.

Position applied for:

Type of employment desired

Full-time Part-time Operator Technician Apprentice Other

Personal Data

Last name	First name	Initial	Preferred name
Address (Street #, name)			Apt. #
City/Town		Province	Postal Code

Telephone Number(s)	Area Code	Number	Do you have a valid driver's licence in good standing? <input type="radio"/> Yes <input type="radio"/> No Class:	How many penalty points do you currently have against your licence? Date [] - [] - []
Home:			An NSC Driver's Abstract, Insurance Claims History and a photocopy of your Driver's Licence will be requested if an interview is scheduled.	
Office:				
Cell:				

Education

Name of secondary school	Highest grade or level completed	Type of certificate or diploma received	
Name of business, trade or technical school	Name of program	Length of program	Licence, certificate or diploma awarded <input type="radio"/> Yes <input type="radio"/> No
Name of community college	Name of program	Length of program	Licence, certificate or diploma awarded <input type="radio"/> Yes <input type="radio"/> No
Name of university	Name of program	Length of program	Licence, certificate or diploma awarded <input type="radio"/> Yes <input type="radio"/> No

Other courses, workshops and seminars

Title	Date Completed

Professional qualifications, memberships and affiliations

Present or Most Recent Employment

Position title	Period of Employment
Salary \$ <input type="radio"/> Hourly <input type="radio"/> Annually	From: To:

<http://forms.dtl.ca/>

Diversified Transportation Ltd. - Application for Employment					Page 2 of 3	
	Month	Year	Month	Year	Duties/Responsibilities	
Company name						
Address (street #, name)						
City/Town		Province	Postal Code			
Name of immediate supervisor					Reason for leaving	
Department						
Telephone #						
Ext.						
Previous Employment						
Position title					Duties/Responsibilities	
Salary \$	<input type="radio"/> Hourly <input type="radio"/> Annually	From:	Period or Employment To:			
		Month	Year	Month		Year
Company name						
Address (street #, name)						
City/Town		Province	Postal Code			
Name of immediate supervisor					Reason for leaving	
Department						
Telephone #						
Ext.						
Previous Employment						
Position title					Duties/Responsibilities	
Salary \$	<input type="radio"/> Hourly <input type="radio"/> Annually	From:	Period or Employment To:			
		Month	Year	Month		Year
Company name						
Address (street #, name)						
City/Town		Province	Postal Code			
Name of immediate supervisor						
Department						

<http://forms.dtl.ca/>

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Telephone #	Ext.	Reason for leaving
Additional Information		
Use this space if you wish to record any additional information pertinent to the job applied for, not covered in the previous sections.		
<i>NOTE: Because some of the factors are job requirements (e.g. valid driver's licence, professional licence, and entitlement to employment), disqualification of same or change in status may result in re-assignment or termination of employment.</i>		
1. At which accredited Driver's School did you complete your driver's training and in which year?		
Name and location of Driving School	Year of completion	
2. Do you have an immediate family member working for Diversified Transportation Ltd.? <input type="radio"/> No <input type="radio"/> Yes		
3. Have you worked for or been interviewed by Diversified Transportation Ltd. before? <input type="radio"/> Yes <input type="radio"/> No		
4. Are you eligible to work in Canada? <input type="radio"/> No <input type="radio"/> Yes		
5. You will need your own reliable vehicle to get to and from the bus depot each day. Do you have your own transportation? <input type="radio"/> Yes <input type="radio"/> No		
6. Have you attached your resume to this application? <input type="radio"/> No <input type="radio"/> Yes		
7. How did you hear about the employment openings with Diversified Transportation? Please check appropriate box.		
<input type="radio"/> Word of mouth <input type="radio"/> Employee Referral <input type="radio"/> Internet (Job Bank) <input type="radio"/> Kijiji		
<input type="radio"/> Recruitment Fair <input type="radio"/> Diversified Website <input type="radio"/> Advertisement <input type="radio"/> Other (Please specify)		
8. Do you have a conviction for a criminal offence for which a pardon has not been granted?		
<input type="radio"/> No <input type="radio"/> Yes - specify:		
<i>NOTE **A Criminal conviction does not necessarily disqualify you from the position.</i>		
Information requested in this application is treated confidentially.		
I hereby declare that the foregoing information is true and complete to my knowledge. I understand that only applicants moving forward to the interview stage will be contacted and that a false statement may disqualify me from employment or cause my dismissal.		
Please enter your full name		Date:
Pursuant to Section 39(2) of the Freedom of Information and Protection of Privacy Act, you are hereby notified that personal information relating to you is being collected for the purpose of human resources staffing. In the event that you are not selected this application and all personal information collected by Diversified Transportation Ltd. will be destroyed.		
<input type="button" value="Submit"/>		
http://forms.dtl.ca/		

Work Sheet

Task 1: What are the two (2) instructions the applicant needs to follow?

Answer:

Task 2: If the applicant has a criminal conviction, what does that mean to the application?

Answer:

Task 3: What three (3) factors are job requirements?

Answer:

Task 4: What three (3) items will the applicant be requested to provide if they are given an interview?

Answer:

Answers

Task 1: What are the two (2) instructions the applicant needs to follow?

Answer: Please print and incomplete information could affect the evaluation of your application.

Task 2: If the applicant has a criminal conviction, what does that mean to the application?

Answer: A criminal conviction does not necessarily disqualify the applicant from the position.

Task 3: What three (3) factors are job requirements?

Answer: Under the "NOTE" on page 3 – valid driver's license, professional license, entitlement to employment.

Task 4: What three (3) items will the applicant be requested to provide if they are given an interview?

Answer: NSC Driver's Abstract, Insurance Claims History, photocopy of Driver's License.

Performance Descriptors

Levels	Performance Descriptors	Needs Work	Completes task with support from practitioner	Completes task independently
A2.2	performs limited searches using one or two search criteria			
	extracts information from tables and forms			
	uses layout to locate information			
	makes connections between parts of documents			
	makes low-level inferences			
	begins to identify sources and evaluate information			

This task: Was successfully completed Needs to be tried again

Task Title: ReviewInformationOnAJobApplication_E_A2.2

Learner Comments:

Instructor (print):

Learner (print):
