



Burnaby Public Library
 6100 Willingdon Avenue
 Burnaby, BC V5H 4N5
 604-436-5427
www.bpl.bc.ca

APPLICATION FOR EMPLOYMENT

IMPORTANT: Please read the following instructions before completing this application.

1. The information on this form is being collected to process your application for employment in accordance with the Freedom of Information and Protection of Privacy Act and under the authority of the Library Act for the purpose of determining your eligibility for employment.
2. Please submit a resume AND complete and sign this form.
3. Please print in ink when completing this application form.
4. All applications are kept on file for one year and can be submitted to any branch of Burnaby Public Library.
5. Please be advised that BPL does **not** hire for seasonal employment.

PERSONAL INFORMATION			
Type of Job Applying for:			
<input type="checkbox"/> Library Clerk		<input type="checkbox"/> Building Service Worker	
Last Name:		*First Name(s):	
Home phone number:	Mobile phone number:	Email	Are you 16 years or older?
			Yes <input type="checkbox"/> No <input type="checkbox"/>
Address: Street		City	Province
		Postal Code	

**preferred or chosen name – does not have to be your legal first name*

GENERAL INFORMATION	
Do you have any relatives employed by Burnaby Public Library? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, name and relationship	Are you a Canadian Citizen or Permanent Resident? <input type="checkbox"/> Yes <input type="checkbox"/> No
Do you have a valid BC Driver's Licence? <input type="checkbox"/> Yes <input type="checkbox"/> No	Have you ever been convicted of a criminal offence for which a pardon has not been granted? <input type="checkbox"/> Yes <input type="checkbox"/> No <small>There will be mandatory criminal record checks prior to hiring.</small>

AVAILABILITY TO WORK (Please tick ✓ box)							
	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
MORNING							CLOSED
AFTERNOON							
EVENING						CLOSED	CLOSED

SUMMARY OF LIBRARY AND/OR CUSTOMER SERVICE EXPERIENCE

Employer's Name	Position Title	Length of Service	
		Years	Months

DETAILED EMPLOYMENT HISTORY

(In chronological order, starting with most recent)

1. Employer's Name and Address:		
Position:	Dates worked:	Reason for leaving:
Supervisor's Name and Position:		Supervisor's Phone Number:
Duties:		
2. Employer's Name and Address:		
Position:	Dates worked:	Reason for leaving:
Supervisor's Name and Position:		Supervisor's Phone Number:
Duties:		
3. Employer's Name and Address:		
Position:	Dates worked:	Reason for leaving:
Supervisor's Name and Position:		Supervisor's Phone Number:
Duties:		

Office/Clerical:

Keyboarding _____ wpm
 Cashier Systems
 Front Counter
 Data Entry
 Other (please specify)

EDUCATION

Name & Location of School Attended (City/Province)	Course, Program OR Major Field	Highest grade completed, OR credits, diploma, degree
Secondary		
Post Secondary		
If educational certification is from outside Canada, has it been assessed for equivalency? Yes <input type="checkbox"/> No <input type="checkbox"/>		
If yes, by whom:		

OTHER EXPERIENCE/INTERESTS

List additional qualifications, skills or experience of value including volunteer experience
List leisure activities and interests (exclude names of political, ethnic or religious organizations)

APPLICANT'S DECLARATION

(Please read carefully before signing)

I hereby certify:

1. That all statements made in this application and accompanying resume are true and I understand that any misstatements of material facts herein may cause forfeiture of my rights to employment with Burnaby Public Library.
2. That I understand appointment to any position is dependent upon:
 - a. Satisfactorily completing a criminal record check
 - b. My ability to pass a medical examination (if required)
 - c. Successful completion of a probationary period
3. That Burnaby Public Library may contact my present/former employers to obtain references.
4. That if required, I will provide proof of education, certificates, licences and an up-to-date driver's abstract.

Date

Signature