

Employment Application Form

Edmonton Transit Operator / Community Service Operator / DATS Operator

This information is being collected under the authority of the Freedom of Information and Protection of Privacy Act, Section 33c. It will be used to determine whether the applicant is suitable and qualified for appointment to a position or positions within the City of Edmonton, and it will be used to manage the City of Edmonton's Human Resource Programs. If you have any questions about collection of this information contact the Employment Supervisor at (780) 496-7838.

Job Requisition # _____ **Date:** _____
(Found on the top left hand corner of the job posting – One per application)

☐ **Résumé Attached**

Applications and resumes must be submitted by the closing date to the drop-off box at:

**The Employment Centre, Main Floor, City Hall,
#1 Sir Winston Churchill Square,
Edmonton, AB, T5J 2R7**

Or by FAX to (780) 496-8063, or through the internet at www.edmonton.ca/careers

Complete All Sections of the Application Form. Incomplete applications will not be accepted.

Position Applying For: Please select only one. (Additional applications required for each position).

- ☐ **Transit Operator or Community Service Operator**
☐ **DATS Operator**

How did you hear about us? ☐ Newspaper ☐ www.edmonton.ca ☐ Friend/Family ☐ Other _____

1. PERSONAL INFORMATION

PREFIX: Mr. <input type="checkbox"/> Ms. <input type="checkbox"/> Mrs. <input type="checkbox"/>	SURNAME (FAMILY NAME):	FIRST NAME AND MIDDLE INITIAL:	
ADDRESS (APT. No. & STREET ADDRESS):		HOME PHONE No.: ()	WORK PHONE No.: ()
CITY:	PROVINCE:	POSTAL CODE:	E-MAIL ADDRESS:

Are you currently employed by the City of Edmonton? ☐ Yes ☐ No
If Yes, indicate your Employee ID number: _____ Department: _____

Have you previously been employed by the City of Edmonton? ☐ Yes ☐ No
If Yes, indicate your Employee ID number: _____ Department: _____

2. GENERAL INFORMATION

A. ARE YOU LEGALLY ENTITLED TO WORK IN CANADA? <input type="checkbox"/> Yes <input type="checkbox"/> No	B. CAN YOU WORK ALL OF THE FOLLOWING? Varying Shifts (Early morning to late evening) <input type="checkbox"/> Yes <input type="checkbox"/> No Weekends / Holidays <input type="checkbox"/> Yes <input type="checkbox"/> No Split Shift <input type="checkbox"/> Yes <input type="checkbox"/> No (4 hours on, 4 hours off, 4 hours on)	
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3. DRIVING INFORMATION

A. DO YOU HAVE A VALID DRIVER'S LICENCE? If yes, please provide the Licence number and Province. <input type="checkbox"/> Yes <input type="checkbox"/> No Licence #: _____ Province: _____	B. CLASS OF LICENCE: _____ Probationary (GDL) Licence? <input type="checkbox"/> Yes <input type="checkbox"/> No
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****Please note that you will be required to hand in a current copy of your Driver's Abstract at pre-employment testing.**

4. EDUCATION INFORMATION

WHAT IS THE HIGHEST LEVEL OF EDUCATION YOU HAVE COMPLETED?

5. CUSTOMER RELATIONS SKILLS

SUMMARIZE YOUR CUSTOMER RELATIONS EXPERIENCE (paid and/or volunteer):

-
-
-
-
-
-

6. DRIVING SKILLS

SUMMARIZE YOUR DRIVING EXPERIENCE (paid and/or volunteer):

-
-
-
-
-
-

7. EMPLOYMENT HISTORY – If résumé is attached, this section is optional if all required information below is on résumé

1	NAME OF EMPLOYER:	DATE OF EMPLOYMENT:			
		Month	Year	Month	Year
		From:		To:	
	LOCATION:	LIST OF DUTIES:			
	POSITION HELD:	•			
		•			
	REASON FOR SEEKING OTHER EMPLOYMENT:	•			
		•			

2	NAME OF EMPLOYER:	DATE OF EMPLOYMENT:			
		Month	Year	Month	Year
		From:		To:	
	LOCATION:	LIST OF DUTIES:			
	POSITION HELD:	•			
		•			
	REASON FOR SEEKING OTHER EMPLOYMENT:	•			
		•			

3	NAME OF EMPLOYER:	DATE OF EMPLOYMENT:			
		Month	Year	Month	Year
	LOCATION:	From:		To:	
	POSITION HELD:	LIST OF DUTIES: • • •			
	REASON FOR SEEKING OTHER EMPLOYMENT:				

IMPORTANT – PLEASE NOTE

Applicants are advised that an offer of employment will be contingent upon the following:

- 1) Passing all ETS Pre Selection Testing**
- 2) A Successful Interview
- 3) Passing a City of Edmonton medical and Functional Abilities examinations
- 4) Providing documented proof of required qualifications
- 5) Submitting an acceptable copy of your driving record (driver's abstract) at your expense
- 6) An acceptable security clearance at your expense
- 7) Obtaining 2-3 satisfactory employment reference checks

**Please refer to the job posting or visit our website at www.takeETS.com/careers for a complete list of qualifications and information on ETS testing.

ADDITIONAL COMMENTS

Use this space for any additional information you wish to add.

I authorize the City of Edmonton to make enquiries concerning my background, character and suitability for employment with the City of Edmonton, provided that such information will be used only for the purpose of this application and will be treated in strict confidence.

I declare that all information provided in this application for employment is true and I understand that any false statements will result in the withdrawal of my application from this competition.

Signature: _____ **Date:** _____

We thank all applicants for their interest. Only candidates selected for interviews will be contacted.

Web site: www.edmonton.ca

The City of Edmonton is an Equal Opportunity Employer.
Living the Vision y Quality, Best Value Services y Satisfied Customers y Valued Employees