

CRAIG

QUALITY WE STAND BEHIND

Attachments • Built Right • Fit Right

HEAD OFFICE
96 McLean Avenue
Hartland, NB E7P 2K5
ph: 506-375-4493
fx: 506-375-4848

ONTARIO BRANCH
315 Thompson Drive
Cambridge, ON N1T 2B3
ph: 519-623-9500
fx: 519-623-9511

ph: 1-800-565-5007
fx: 1-800-267-5578
sales@craig-mfg.com
www.craig-mfg.com

APPLICATION FOR EMPLOYMENT

Date: _____

Location Applying for:

Hartland, NB Cambridge, ON

Instructions: Please complete all sections as thoroughly as possible, even if attaching a resume. It is necessary to provide complete information as this will be used to determine eligibility. Incomplete applications may be rejected.

APPLICANT INFORMATION

Last Name		First Name	
Mailing Address			
City	Province	Postal Code	
Telephone(s)		Email Address	
Date Available to Begin Work	When can we reach you? (specify days & hours in which it's best to contact you)		
Are you authorized to work in Canada?		Position(s) Applying for	
Have you previously been employed at CRAIG?		Rate of Pay Expected	
Do you have a valid driver's license?			
Do you own a reliable vehicle?			
Do you know anyone currently employed at CRAIG? If so, who?		Type of Position Applying for: (check applicable) ___ Regular Full Time ___ Part Time / Seasonal ___ Summer Employment	

EDUCATION INFORMATION

Level	Name of School and Location	Area of Study	Attendance Dates		Diploma, Degree or Certificate achieved
			From (mm/yy)	To (mm/yy)	
High School					
Business, Trade or Technical					
College					
University					
Other					



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SKILLS AND ACHIEVEMENTS

To assist us in finding the position you are most qualified for, use this space to summarize your experiences, skills and/or qualifications. You may also include other information you wish us to consider when reviewing your application.

What prompted your application to CRAIG (ad, friend, employee, other)?

EMPLOYMENT HISTORY

(Please provide a complete employment history, even if resume is submitted with this application. Explain any gaps in employment in the "comments" section)

Name of Present / Most Recent Employer (1)	Dates Employed From To (mm/yy) (mm/yy)		Summarize the nature of the work performed and job responsibilities for this company
Telephone			
Location			
Job Title / Position	Hourly Rate / Salary (upon departure)		
Immediate Supervisor / Manager and their Title			
Type of Employment (Full-Time, Part-Time, Seasonal, Other)			
Reason for leaving or why you are considering leaving?			
If we may contact for reference, please sign below. If not, please state reason why.			



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EMPLOYMENT HISTORY (continued)

Name of Next Previous Employer (2)	Dates Employed From To (mm/yy) (mm/yy)		Summarize the nature of the work performed and job responsibilities for this company
Telephone			
Location			
Job Title / Position	Hourly Rate / Salary (upon departure)		
Immediate Supervisor / Manager and their Title			
Type of Employment (Full-Time, Part-Time, Seasonal, Other)			
Reason for leaving?			
If we may contact for reference, please sign below. If not, please state reason why.			

Name of Next Previous Employer (3)	Dates Employed From To (mm/yy) (mm/yy)		Summarize the nature of the work performed and job responsibilities for this company
Telephone			
Location			
Job Title / Position	Hourly Rate / Salary (upon departure)		
Immediate Supervisor / Manager and their Title			
Type of Employment (Full-Time, Part-Time, Seasonal, Other)			
Reason for leaving?			
If we may contact for reference, please sign below. If not, please state reason why.			

Comments (explain any gaps in employment):

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Please read following carefully, print your full name clearly, and sign in space provided

I, _____, agree to the following terms of this employment application.
(please print name clearly)

I agree to grant CRAIG permission to contact the named company(s), listed within the “Employment History” section (*when approval to contact has been indicated*), for the purpose of obtaining information regarding my employment with said company; including, but not limited to, the term of employment, my behavior, attitude, skills, and performance.

I agree to allow the named company, listed within the “Employment History” section (*when approval to contact has been indicated*), to both freely and honestly relay information regarding my employment with said company.

At no time will I pursue any type of legal action against Craig Manufacturing Ltd, the named company listed within the “Employment History” section (*when approval to contact has been indicated*), and/or any representatives involved, for anything that may be disclosed during the exchange of information regarding my employment with said company.

I certify that the information provided in this application and attachments/resume is true and complete.

I understand that if any information in this application and attachments/resume is found to be untrue or incomplete, this application may be rejected; or in the event that I am a successful applicant, I may be immediately dismissed.

I understand that if I become employed by CRAIG, continued employment will be based on my ability to perform the job I am hired for, my willingness to work, positive attitude, co-operation, good attendance, as well as following policies and procedures.

Signature of Applicant

Date

PLEASE REVIEW CAREFULLY – INCOMPLETE APPLICATIONS MAY BE REJECTED