

## Employment Application Form

405 Main Street, Yarmouth, NS B5A 1G3

Telephone: 902-742-2486

Email: [officemanager@westerncounties.ca](mailto:officemanager@westerncounties.ca)

Name \_\_\_\_\_

Address \_\_\_\_\_

Postal Code \_\_\_\_\_ Telephone \_\_\_\_\_

Email \_\_\_\_\_

Please apply for all positions with Western Counties Regional Library in the manner specified. Failure to do so may result in your application not being considered. All applications must include a resume and cover letter.

Position applied for \_\_\_\_\_

Which Library Branch? \_\_\_\_\_

### Education

	Institution	Year(s) Attended (List years)	Degree(s) and/or Certificate(s) Obtained
College/University			
High School			
Other (special training courses, etc.)			

### Volunteer Activities

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Please Note: All appointments are on the condition of satisfactory Criminal Records and Child Abuse Registry checks.

## Employment History (List most recent job first)

Employer _____	_____	_____
Name	Address	Telephone
Supervisor _____		
Date Employed From _____	To _____	Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Hrs/Week _____
Position Held _____		
Duties and Responsibilities _____		
Reason for Leaving _____		

Employer _____	_____	_____
Name	Address	Telephone
Supervisor _____		
Date Employed From _____	To _____	Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Hrs/Week _____
Position Held _____		
Duties and Responsibilities _____		
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Employer _____	_____	_____
Name	Address	Telephone
Supervisor _____		
Date Employed From _____	To _____	Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Hrs/Week _____
Position Held _____		
Duties and Responsibilities _____		
Reason for Leaving _____		

**References** – You will be required to provide the names of three references with name, address and telephone number if you are called for an interview.

May we contact your present employer? Yes ☐ No ☐ If No, please explain.

May we contact your previous employer(s)? Yes ☐ No ☐ If No, please explain.

# Family Relationship Disclosure

Please indicate whether the position you are applying for would have you working with a family member. For the purposes of this section, family member includes spouse, child, parent, grandparent, grandchild, sibling, or aunt and uncle as well as a relative permanently residing in your household.

No family relationship ☐      Family Relationship ☐

I declare that the information contained in this application is accurate and complete to the best of my knowledge. I understand that failure to provide accurate and complete information may affect my application and/or future employment.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Revised July 2022  
Contact: Office Manager