



# Application for Employment



## PERSONAL DATA

**APPLICANTS MUST SUBMIT RESUMES WITH ALL JOB APPLICATION FORMS IN ORDER TO BE CONSIDERED FOR EMPLOYMENT BOTH SIDES OF APPLICATION MUST BE COMPLETED**

Family Name	Given Names	Initials	Home Telephone Number
			Other Telephone Number/and or Fax Number
Mailing Address			Available (Date and Time)
			From To
Do you have a valid driver's License?	Class (G, G1, G2)		Are you?
<input type="checkbox"/> Yes <input type="checkbox"/> No			<input type="checkbox"/> 15 to 17 <input type="checkbox"/> 18 years and over
Languages you speak/read/write			Are you eligible to work in Canada?
<input type="checkbox"/> English <input type="checkbox"/> Totally Fluent <input type="checkbox"/> Functional <input type="checkbox"/> Familiar <input type="checkbox"/> French <input type="checkbox"/> Totally Fluent <input type="checkbox"/> Functional <input type="checkbox"/> Familiar <input type="checkbox"/> Other specify _____ Totally Fluent <input type="checkbox"/> Functional <input type="checkbox"/>			<input type="checkbox"/> Yes <input type="checkbox"/> No

## EDUCATION

### Currently attending

Business trade or technical school
  Community College
  University
  Secondary School Grade \_\_\_\_\_

Will you be returning to school in the fall?  Yes  No

Institution	Location	Diploma Degree or Certificate	Specialization/Grade	Complete	Incomplete

## EMPLOYMENT HISTORY (give details of most recent employment)

Employer and Address	Type of work	Effective Dates	
		From	To

Do you hold a certificate in any of the following? (Please enter expiry date where applicable)

First Aid		Cardio-Pulmonary Resuscitation	
Canoeing (specify)		Swimming/Lifesaving (Specify)	
Small Boat Safety		Firearm Acquisition Certificate	
Bus Driver License – Class _____		Other special certifications (specify)	

Are you a performing musician? (Bagpipes, fiddle, fife, flute, vocals etc.)  No  Yes  
If so, which instrument/s do you play?

I hereby declare that the foregoing information is true and complete to my knowledge. I understand that a false statement may disqualify me from employment or cause by dismissal.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please return completed application to:

Ministry of Tourism  
Fort William Historical Park,  
1350 King Road  
Thunder Bay, Ontario  
P7K 1L7  
Fax: (807) 473-2327



## SKILLS AND EXPERIENCE

### WHAT WORKING EXPERIENCE OR TRAINING DO YOU HAVE IN THE FOLLOWING AREAS?

(CHECK ONLY BOXES THAT APPLY TO YOU)

**TOUR GUIDES:** Public Speaking , Spoken Languages

**NATIVE LIFE:** Aboriginal Crafts , Native History , Open Fire Cooking , Interpretive Skills , Song/Dance

**FAMILY LIFE:** Cooking/Baking , Historic Cooking/Baking , Crafts (i.e. hand sewing, beading) , Song/Dance

**BVT:** Drama , Historical Interpretation Skills , Canoe Tripping , Song/Dance

**EDUCATION:** Leadership (i.e. Camp councillors, coaching) , Song/Dance  Crafts (i.e. hand sewing, beading) ,  
Canoeing (i.e. ORCA)

**TRADES:** Woodwork , Metal Work , Tinwork , Interpretive Skills , Drama Skills

**FARM:** Experience with mixed farming , Teamster , knowledge of modern farm equipment , Interpretive Skills ,  
Gardening , animal husbandry

**COLLECTIONS:** Museum experience (i.e. curatorial)  Library experience , Interpretive Skills , computer skills

**COSTUMING:** Sewing (by machine and by hand) , Tailoring i.e. making your own clothes

**MAINTENANCE:** Vehicle/equipment experience (i.e. forklift, tractor, bus etc.) , General maintenance duties , Event  
set-up and take down

**GROUNDSKEEPING:** Experience with lawn mower, weed eater, lawn tractor etc. , Horticulture ,  
General maintenance duties

**HOUSEKEEPING:** Cleaning experience , general maintenance duties

**SPECIAL EVENTS:** Experience in planning special events , experience in organizing a large number of people

**MARKETING:** Public relations experience , Photography , Experience in advertising , Graphics design ,  
Research experience

**ADMISSIONS:** Hospitality , Tourism , Cash Register , Reservations , Cash handling experience

**ADMINISTRATION:** Switchboard experience , Experience with the public , Reservations experience , Database  
experience , Incoming/outgoing mail experience , Microsoft Word, Excel, PowerPoint

**BUSINESS SERVICES:** Accounts payable experience , Human resources experience , Knowledge of spreadsheets  
and databases , Switchboard experience , Computer skills

**CORPORATE DEVELOPMENT:** Computer software skills , Computer programmer skills , Graphics design

**NOTE: All positions may involve some shift work.**

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**What special qualities do you have that would benefit Fort William Historical Park?**

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