



Coastal Business CBDC – Application Form

Overview

Date Available: _____

Salary Desired: _____

Languages spoken: _____

Are you legally eligible for employment in Canada? Yes No

Are you available to work overtime if required? Yes No

Are you available to work weekends if required? Yes No

Do you have a valid driver's license? Yes No

Do you have access to a vehicle for work? Yes No

Are you bondable? Yes No

Which computer programs are you proficient with?

Outlook

Excel

Access

Word

Please list the computerized accounting systems you have experience with.

As part of company policy, it is standard procedure to perform a criminal background check on someone we are considering for employment. Would you object to such a procedure? Yes No

Work Attitude

What was the best job you've ever had? Why did you like it so much?

What was your least favourite job? What did you not like about it?

Think of the best supervisor or manager you've worked with. What characteristics made that person a good manager?

Think of the worst supervisor or manager you've worked with. What characteristics made that person a poor manager?

Team Attitude

What was the funniest thing that ever happened to you at work?

What traits or characteristics do you admire in co-workers?

What traits or characteristics do you most dislike in co-workers?

Job Specific

What experience have you had that is relevant to working in a not-for-profit corporation?

In this role you will be providing information, guidance and counseling to potential or actual entrepreneurs following assessment of their needs. What is it about this type of work that appeals to you?

Is there anything further you would like to share about yourself that would help us get to know you better and ensure this is a great choice for you?

May we contact your past employers for reference? Yes No

References

Name	Relationship	Years Acquainted	Telephone	E-mail

By sending in this application, I certify that all the information I have provided is true, complete and correct. I authorize you and your organization to investigate all statements contained on this application. I understand that any misrepresentation or omission of facts called for is cause for immediate disqualification and /or if employed, immediate dismissal.

Furthermore, I understand that this application does not in any way constitute an agreement or contract for employment. I understand that if I am hired, I will be required to provide proof of identity and legal authority to work in the country.