



# Town of Kapuskasing

88 Riverside Drive, Kapuskasing, Ontario P5N 1B3  
 Telephone: (705) 335-2341 Facsimile (705) 337-1741

## APPLICATION FOR EMPLOYMENT

DATE \_\_\_\_\_

\_\_\_\_\_  
 FAMILY NAME NAMES

\_\_\_\_\_  
 ADDRESS/STREET/ APT. MUNICIPALITY

\_\_\_\_\_  
 PROVINCE POSTAL CODE TELEPHONE

POSITION APPLIED FOR: SPECIAL EVENTS AND COMMUNICATIONS COORDINATOR

EDO DESIGNATION Yes  No

KNOWLEDGE OF COMPUTER SOFTWARE (Excel, Word, PowerPoint) Yes  No

KNOWLEDGE IN PROJECT MANAGEMENT Yes  No

COMMUNICATION SKILLS IN FRENCH AND ENGLISH Yes  No

VALID CLASS 'G' DRIVER'S LICENCE Yes  No

GRADE 12 DIPLOMA Yes  No

EDUCATION			
SCHOOL	GRADE COMPLETED	DATE COMPLETED	DIPLOMA; CERTIFICATE OR DEGREE RECEIVED
SECONDARY			
COLLEGE			
UNIVERSITY			
OTHER			

EMPLOYMENT		
PRESENT EMPLOYER	TYPE OF BUSINESS	FROM
ADDRESS	POSITION AND DUTIES	TO
REASON FOR LEAVING		

PREVIOUS EMPLOYER	TYPE OF BUSINESS	FROM
ADDRESS	POSITION AND DUTIES	TO

REASON FOR LEAVING

PLEASE PROVIDE SKILLS, WORK EXPERIENCE OR TRAINING; AND OTHER INFORMATION.

**REFERENCES**

NAME	POSITION
ADDRESS	TELEPHONE

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ADDRESS	TELEPHONE

**APPLICANT: PLEASE READ CAREFULLY**

I hereby certify that to the best of my knowledge and belief, the answers given by me in this application are accurate, current and honest. I understand that any false information can cause this employment application to be rejected.

\_\_\_\_\_  
SIGNATURE OF APPLICANT