

# Peterborough Automotive & Machine Ltd.

(Peterborough Automotive, Peterborough Paint & Body Supply, Walkwood Supply, Lakefield Auto Parts)

## Application for Employment

PLEASE COMPLETE REQUESTED INFORMATION (PLEASE PRINT)

Full Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Contact Phone Number: (\_\_\_\_) \_\_\_\_\_ Email Address: \_\_\_\_\_

If applying for a Driving Position – have you attached a copy of your Driver Abstract (available at a Service Ontario/MTO Office)? Y\_\_\_ N\_\_\_  
(Driver Abstract will be required prior to the interview process)

Have you ever worked or been interviewed with Peterborough Automotive? Y\_\_\_ N\_\_\_

If yes, where and when? \_\_\_\_\_

Have you been convicted of a criminal offence which is connected to the position you are applying for and for which pardon has not been granted? Y\_\_ N\_\_

If yes, please provide details regarding the nature of the infraction(s):

\_\_\_\_\_

(a criminal conviction will not necessarily be a bar to employment)

### TELL US WHAT YOU ARE LOOKING FOR:

Position desired: \_\_\_\_\_

Full-time:\_\_\_ Part-time:\_\_\_ Temporary / seasonal: \_\_\_

When can you start? \_\_\_\_\_

How many days out of each week can you work? \_\_\_\_\_

How many hours can you work weekly? \_\_\_\_\_

What hours are you available to work each week?

(Your unavailability to work on any particular day will not necessarily be a bar to employment)

MONDAY:	TUESDAY:	WEDNESDAY:	THURSDAY:
FRIDAY:	SATURDAY:	SUNDAY:	

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## TELL US MORE ABOUT YOURSELF

Why do you want to work for Peterborough Automotive?

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How would you describe great customer service?

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What are the things you liked about your previous jobs?

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What are some of the things you did not like about your previous jobs?

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## TELL US ABOUT YOUR PAST JOBS:

Start with your most recent employer. You may include as part of your employment history any work performed on a volunteer basis, but please do not include specific information concerning membership in organizations which are identified by religion, ethnic background or any other prohibited grounds of discrimination.

Position 1:

Where did you work? (Include phone number) \_\_\_\_\_

When? (Start and end dates) \_\_\_\_\_

What was your title? \_\_\_\_\_ Salary? \_\_\_\_\_

What were your responsibilities? \_\_\_\_\_

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Why did you leave? \_\_\_\_\_

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Who was your supervisor? \_\_\_\_\_

May we call them? Y\_\_\_ N\_\_\_

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Position 2:

Where did you work? (Include phone number) \_\_\_\_\_

When? (Start and end dates) \_\_\_\_\_

What was your title? \_\_\_\_\_ Salary? \_\_\_\_\_

What were your responsibilities? \_\_\_\_\_  
\_\_\_\_\_

Why did you leave? \_\_\_\_\_  
\_\_\_\_\_

Who was your supervisor? \_\_\_\_\_

May we call them? Y\_\_\_ N\_\_\_

Position 3:

Where did you work? (Include phone number) \_\_\_\_\_

When? (Start and end dates) \_\_\_\_\_

What was your title? \_\_\_\_\_ Salary? \_\_\_\_\_

What were your responsibilities? \_\_\_\_\_  
\_\_\_\_\_

Why did you leave? \_\_\_\_\_  
\_\_\_\_\_

Who was your supervisor? \_\_\_\_\_

May we call them? Y\_\_\_ N\_\_\_

## EDUCATION

Type of School	Highest Grade/ Year Completed	Course of Study or Major
High School or equivalent	9 10 11 12 13	
College or University	1 2 3 4	
Vocational or Trade School		

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Graduate School		
Other		

List any related certifications or licenses you currently possess: \_\_\_\_\_  
\_\_\_\_\_

Who may we call for a reference?

Name, phone number, relationship to you: \_\_\_\_\_  
\_\_\_\_\_

Name, phone number, relationship to you: \_\_\_\_\_  
\_\_\_\_\_

## PLEASE READ CAREFULLY BEFORE SIGNING

I agree to provide proof of work eligibility and if needed a clean driving abstract on or before my date of hire. All of the information contained in this application is true and complete. If I have falsified any of this information or if I have omitted information which a reasonable person would consider material to my suitability for the position for which I am applying, my application will be rejected or if I am hired, my employment will be terminated without notice or pay in lieu of such notice regardless of the time lapse before discovery. Peterborough Automotive may inquire of such persons, employers, education institutions, investigative consumer reporting agencies, or other entities as it deems appropriate concerning my background and qualifications. I authorize and request all such persons and entities to disclose to Peterborough Automotive such knowledge of or records concerning me as they may possess and release information and forever discharge all such persons and institutions from any liability of any kind from such disclosure.

In the event that I am employed by Peterborough Automotive, I understand that I must comply with all company policies and rules whenever adopted or modified.

I understand that depending on the position I have applied for, Peterborough Automotive or its agent(s) may require that my candidacy undergo further analysis with regard to my experience, background and qualifications and any employment may be may conditional thereto.

My signature is evidence that I have read and agree with the above statement.

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

*Thank you for applying. Please return the application to us in stores.*