

NATIONAL NIKKEI MUSEUM & HERITAGE CENTRE

APPLICATION FOR EMPLOYMENT

When applying for a position with the National Nikkei Museum & Heritage Centre (NNM&HC), we will need to collect personal information from you. This information is collected primarily to allow us to operate as an organization and fulfill our legal obligations as an employer. We are authorized to collect this information under: The Income Tax Act, The Employment Standards Act, B.C. Labour Code and other employment legislation. As directed in the Freedom of Information and Protection of Privacy Act, we provide you with this background so that you may be assured that there is a reason for the collection of this information, and that all reasonable measures will be taken to ensure that your information will be treated in a confidential manner.

1. PERSONAL DATA

a. Surname	First Name	Middle Name or Initial
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All other names you have used including name(s) before marriage (if applicable)

Address	City	Province	Postal Code
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Telephone – Home	Cell	E-mail Address
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b. Social Insurance #:

c. Are you over 16 years of age and under 65? () Yes () No

d. Are you legally entitled to work in Canada? () Yes () No

e. Were you educated or employed under a different name? If yes, please specify.

f. Please list the names of any friends or relatives working for NNM&HC:

2. POSITION DATA

a. Position Applied For: **Facility Staff**

b. Date Available for Employment:

c. Are you physically able to perform the job for which you are applying? () Yes () No

d. Employment Status Desired: **Casual (On-Call)**

e. Availability: () Day () Evenings () Weekends

f. Are there any shifts which would pose a problem for you to work? () Yes () No
If yes, specify shift(s):

g. Do you have access to a vehicle for late night shift? () Yes () No

h. List any medical restrictions you may have which would interfere with your job in NNM&HC:

i. Do you have a history of back injury? () Yes () No

3. SKILLS AND LANGUAGE PROFICIENCY (Check only those that apply)

a. Languages

- English - Spoken () Fluent () Moderate () Little () None
- Written () Fluent () Moderate () Little () None
- French - Spoken () Fluent () Moderate () Little () None
- Written () Fluent () Moderate () Little () None
- Japanese - Spoken () Fluent () Moderate () Little () None
- Written () Fluent () Moderate () Little () None
- Other Languages:

b. Other special skills:

4. REFERRAL SOURCE

What prompted you to apply to NNM&HC?

- () Newspaper Ad (Which newspaper?: _____)
- () Employee Referral () Job Fair
- () Professional Journal (Specify: _____)
- () Employment Agency () Web Page
- () Employment Line
- () Other:

5. EDUCATION

EDUCATION	Name of Institution	Course of Study	Completed Yes or No	Dates Attended	Degree/Diploma Obtained
High School/Last Secondary School					
College/Technical or Vocational					
University					
Formal Trade Certificate/ Apprenticeship					
Other					

6. EMPLOYMENT HISTORY (Please list your last 3 employers beginning with your current or most recent employer)

a. Name of Organization

Address

Phone Number

Name of Supervisor

Title

Phone Number

Your Position Title

Start Date

End Date

Final Salary

Employment Status: () Full-Time () Part-Time () Casual () Temporary

Brief Description of Job
Duties:

Reason for Leaving:

b. Name of Organization

Address

Phone Number

Name of Supervisor

Title

Phone Number

Your Position Title

Start Date

End Date

Final Salary

Employment Status: () Full-Time () Part-Time () Casual () Temporary

Brief Description of Job
Duties:

Reason for Leaving:

c. Name of Organization

Address

Phone Number

Name of Supervisor

Title

Phone Number

Your Position Title

Start Date

End Date

Final Salary

Employment Status: () Full-Time () Part-Time () Casual () Temporary

Brief Description of Job
Duties:

Reason for Leaving:

7. REFERENCE INFORMATION

Please list two employment related references:

a. Name Organization

Address Telephone

b. Name Organization

Address Telephone

c. May we contact your past and current employer(s) if references are required? ()Yes ()No
If no, which employer(s)? Please explain.

8. ADDITIONAL INFORMATION (Please use this space to provide any other information relevant to your application and employment goals with the NNM&HC.)

National Nikkei Museum & Heritage Centre is a heritage centre facility within the Japanese Canadian and Nikkei Community. Our vision is to honor the past and embrace the future.

CONDITIONS OF EMPLOYMENT:

I hereby certify that the information given in this application for employment is complete and true. I understand and agree that any omission or misrepresentation with respect to the information given may be cause for denial or termination of employment. I understand that a criminal record check may be required for some positions and that employment offers are subject to the completion of the criminal record check. Employment is also subject to a some positions require a formal assessment process of my qualifications. Anyone who obtains employment will be required to sign an employment agreement.

Signature **Date**

Thank you for your interest in employment with National Nikkei Museum & Heritage Centre and for taking the time to complete this application form.

National Nikkei Museum & Heritage Centre
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