

THE AURUM GROUP APPLICATION FOR EMPLOYMENT



The Aurum Group of Companies is an equal opportunity employer, dedicated to a policy of non-discrimination in employment on any basis, including age, sex, race, creed, religion, marital status, sexual orientation, political belief, disability or any other basis prohibited by federal or provincial law.

Human Resources
115 17th Ave SW, Calgary, AB; T2S 0A1
www.aurumgroup.com

Phone: (403) 228-5199 Toll Free: (800) 661-1169
Fax: (403) 228-8150 Toll Free: (866) 237-9442
Email: employ@aurumgroup.com

Please complete entire application to ensure processing. (Please Print)

Today's Date: _____ Position(s) Applied For: _____

Referral Source: Ad Walk-In Career Fair Employee: _____ Other: _____
(Name of employee)

PERSONAL INFORMATION

Name _____
Last First Middle

Address _____
Street City Prov. Postal Code

Phone # () _____ Cell # () _____

Email _____

Employment Desired: Full Time Are you available to work overtime? Yes No

Part Time/Summer/Casual # of Hours/Week _____

Specify hours available for each day of the week
Monday Tuesday Wednesday Thursday Friday Saturday

Have you ever worked with The Aurum Group of Companies before? Yes No If yes, when? _____

Rate of Pay expected: \$ _____ per _____ When are you available to start: _____

EDUCATION

Please circle highest level completed

High school 9, 10, 11, 12 (13)

Did you Graduate? Yes No

Post Secondary 1, 2, 3, 4

Did you Graduate? Yes No

Subject studied and/or degree, diploma, certificate received _____

Other special training, volunteer, hobbies etc.: _____

*Please Complete Reverse Side

EMPLOYMENT HISTORY

Employer _____ Dates Employed – From _____ To _____
 Address _____ Telephone () _____
 Job Title _____ Pay Rate \$ _____ per _____
 Job Duties _____
 Supervisor's Name _____ May we Contact Yes No
 Reason For Leaving _____

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 Address _____ Telephone () _____
 Job Title _____ Pay Rate \$ _____ per _____
 Job Duties _____
 Supervisor's Name _____ May we Contact Yes No
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REFERENCES

Please list 3 references (professional)

NAME	BUSINESS	TITLE	PHONE	PROFESSIONAL RELATIONSHIP

I hereby authorize The Aurum Group of Companies to investigate all statements made in this application. I hereby give the Company permission to contact previous employers (unless otherwise indicated), schools, references and others and release the Company and any individuals/firms it contacts from any liability as a result of these contacts. I certify that all statements I have made on this form and other information provided by me in the process of applying for this position are true. I understand that misrepresentation or omission of facts may result in rejection of this application or if hired, discipline up to and including termination. I understand that filling out this form does not indicate there is a position open and does not obligate The Aurum Group of Companies to hire me. I accept that my resume will be active 90 days from the date signed. If I still wish to seek employment with the Company after 90 days, I will need to complete a new application form.

I have read and fully understood the above and seek employment under these conditions.

Signature of Applicant _____ **Date** _____