

Last Name:		First Name & Initial(s):	
Address & Postal Code:			
Phone:		Email:	

<b>Position or type of work applied for:</b>							
What basis are you available for employment?		Full Time <input type="checkbox"/>	Part Time <input type="checkbox"/>	Casual / On-Call <input type="checkbox"/>			
Please specify when you are available to work:							
	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Day (8am-5pm)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Evening (4pm-9pm)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Can you travel to all Surrey Public Library branches for work? Yes <input type="checkbox"/> No <input type="checkbox"/>						If no, please specify	
Have you applied to Surrey Public Library before? Yes <input type="checkbox"/> No <input type="checkbox"/>						If yes, when & which position?	
Have you been employed by Surrey Public Library before? Yes <input type="checkbox"/> No <input type="checkbox"/>						If yes, when?	
Are you legally entitled to work in Canada and do you possess a valid Social Insurance Number? Yes <input type="checkbox"/> No <input type="checkbox"/>							

## Education & Training

List your education and training, beginning with those most relevant to the position applied for

School / Institution Names & Locations	Description of Programs or Courses	Length of Program or Course	Date of Completion

## Experience

List your recent employers and describe job responsibilities relevant to the position applied for

Employer Names & Addresses	Position(s) Held & Primary Duties	Employment Period

Continued over

**Skills**

List your relevant skills

Keyboarding Speed:	Words per Minute
Computer or Office:	Hardware / Software
	Networks / Communications
	Equipment
Customer Service or Retail:	
Languages:	Spoken
	Written
Other:	

Please provide any other relevant information about your career objectives, education, employment experience, or skills that may help us assess your application.

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**Please attach your Cover Letter to this application form. You may also include your Résumé.**

Return your application to any Surrey Libraries branch, or submit it to:

Surrey Libraries Administration Office: 10350 University Drive, Surrey, BC V3T 4B8

Phone: 604 598-7300 Fax: 604-598-7310 Email: [SPLEmployment@surrey.ca](mailto:SPLEmployment@surrey.ca)

**Notifications**

- Surrey Public Library is authorized to collect personal information under the authority of the *Library Act* and section 26(c) of the *Freedom of Information and Protection of Privacy Act*. Personal Information is collected for the purposes of employee recruitment. For questions regarding the collection of personal information, please contact the Manager of Administrative Services, 10350 University Drive, Surrey, BC V3T 4B8, 604-598-7303.
- If you are sending your application electronically, there is a chance that the email you send to us could be intercepted in transit or sent to the wrong address. If you are concerned about the confidentiality of information (including your personal information) in transit, you should send it to us by a secure means.
- Thank you for your interest in Surrey Libraries. Only those applicants considered for employment will be contacted.

**Consent**

- I declare that all the information I have provided in this application for employment and in any other documents which accompany this application is complete and true in every respect and I understand that any failure to completely and truthfully answer the questions asked of me, when discovered, will constitute sufficient grounds for dismissal.
- I understand and acknowledge that background checks including references and criminal record are required and will form part of the selection process should I be considered a candidate for employment.

<b>Signed</b>	<b>Dated</b>
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