



	Form – Qualif.	
Emp. ID	Description	Signature

### APPLICATION FOR EMPLOYMENT IN A CUSTODIAL POSITION

#### APPLICATION FORM

- Applicants are asked to submit a completed application/resume, the *Qualifications Checklist* (below) and a *Mandatory Records Check and Disclosure* form.
- Two appraisals or working references should accompany an application package.
- Receipt of applications will not be acknowledged. Only those individuals who meet screening requirements will be invited for an interview or for testing (where applicable).
- Applications will be retained for the balance of the school year in which they are received, as well as for the following school year. We ask that applicants only submit one application during that period of time.
- If your address or telephone number changes after the original application, please advise Human Resources Consulting of these changes.

#### QUALIFICATIONS CHECKLIST

- The *Qualifications Checklist* on this sheet must be completed. Please indicate with a check mark (√) those areas in which you are qualified and prepared to work.
- Shaded areas are for office use only.

#### MANDATORY RECORDS CHECK AND DISCLOSURE

- The *Mandatory Records Check and Disclosure* form must be completed and will be reviewed prior to an offer of employment.

#### INTERVIEWS

- Applicants are selected for interviews on the basis of qualifications and district staffing needs.

**IN EACH CATEGORY, PLEASE CHECK ONLY THOSE AREAS IN WHICH YOU ARE QUALIFIED AND PREPARED TO WORK.**

#### QUALIFICATIONS CHECKLIST - CUSTODIAL

EXPERIENCE					
Autoscrubber				Security Alarm Systems	
Carpet Cleaning				Snow Blower	
Dusting				Stripper/Scrubber Machine	
Polisher/Burnisher				Supervisory	
Propane Buffer/Burnisher				Vacuuming	
Sanitizing Washrooms					

CERTIFICATION/TRAINING					
4 <sup>th</sup> Class Power Engineering Certificate				Building Service Worker	
Building Operator A Certificate				First Aid	
5 <sup>th</sup> Class Power Engineering Certificate				Propane Burnishing Certificate	
Building Operator B Certificate				TDG	
BOS Program				WHMIS	

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Last Name
First Name
Date

(please print)