

Wing Kei

Wing Kei Care Centre 1212 CENTRE STREET NE CALGARY AB T2E 2R4
 Wing Kei Greenview 307 35 AVE NE CALGARY AB T2E 7Y6

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 Confidential Fax: 1-866-281 5988
 Email: hr1@wingkei.org
 Tel: 403-277 7433
 Tel: 403-520 0400
 Website: www.wingkeicarecentre.org

Application for Employment

Date: _____

Position Applied For		Type of Employment:			
		<input type="checkbox"/> Full Time	<input type="checkbox"/> Temporary	<input type="checkbox"/> Part Time	
		<input type="checkbox"/> Summer	<input type="checkbox"/> Relief (Casual)		
		Shift Availability:			
		<input type="checkbox"/> Rotating	<input type="checkbox"/> Evenings	<input type="checkbox"/> Weekends	
		<input type="checkbox"/> Nights	<input type="checkbox"/> Days		
Surname		First Name		Middle Name	
Address					
City		Province		Postal Code	
Telephone (Home)		Telephone (Business)		Telephone (Cell)	
				Email Address	
Are you fluent in English?		Are you fluent in Chinese? <input type="checkbox"/> Yes <input type="checkbox"/> No			
<input type="checkbox"/> Yes <input type="checkbox"/> No		If yes, which dialect(s)			
Professional Association/Registration					
Registration		Expiry Date		Province and Registration Number	
RN/LPN					
RT, Trade					
Other (please specify)					
Education		Name and Location of Institution		Degree/Diploma or Grades Completed	
High School					
Post Secondary (University, College, School of Nursing, Technical/ Business, etc.)					
Other Courses					
Skills		<input type="checkbox"/> Typing – WPM		<input type="checkbox"/> CPR/BCLS/ACLS (Date)	
		<input type="checkbox"/> Dictaphone WPM		<input type="checkbox"/> Computer Skills	
		<input type="checkbox"/> Medical Terminology		Model/software	
		<input type="checkbox"/> Shorthand WPM		<input type="checkbox"/> Data Entry Keystrokes/Touch	
Employment History					
Last Position		Name and Address of Employer			Postal Code
Telephone		Name of Supervisor		Position Held	
		From (YY/MM)		To (YY/MM)	
Duties		<input type="checkbox"/> FT		<input type="checkbox"/> PT	
		<input type="checkbox"/> Casual		<input type="checkbox"/> Temp	
		Reason for Leaving			

2 nd Last Position	Name and Address of Employer		Postal Code	
Telephone	Name of Supervisor	Position Held	From (YY/MM)	To (YY/MM)
Duties	<input type="checkbox"/> FT <input type="checkbox"/> Casual	<input type="checkbox"/> PT <input type="checkbox"/> Temp	Reason for Leaving	
3 rd Last Position	Name and Address of Employer		Postal Code	
Telephone	Name of Supervisor	Position Held	From (YY/MM)	To (YY/MM)
Duties	<input type="checkbox"/> FT <input type="checkbox"/> Casual	<input type="checkbox"/> PT <input type="checkbox"/> Temp	Reason for Leaving	
Additional Comments				
How did you learn about Wing Kei or our job postings				
<p>Consent for Release of Information/Employment Reference</p> <p><i>I am applying for employment with Wing Kei and I hereby authorize my previous employers to release personal information to Wing Kei any information relating to my employment and/or educational background.</i></p>				
Previous Employers		Supervisor	Phone Number	
Date _____	Signature _____			
<p>Conditions of Employment</p> <ol style="list-style-type: none"> All new employees of Wing Kei are responsible for the cost and provision of a criminal records check in compliance with the protection of persons in care act. Initial and continued employment at Wing Kei will depend on the employees' ability to meet the health requirements. Group benefit plans will be available for eligible employees and will be in accordance with the policies and regulations of those plans. I understand that where there is provision for recognition of previous experience for the determination of salary and/or portability of benefits, I will be required to provide written confirmation from my previous employers regarding my experience and benefits within one (1) month of the date of employment. I understand that in order to receive recognition for education qualification, I must provide a copy of my certificate, diploma or degree. <p>I hereby certify that the information and answers given by me in this application are true and complete in every respect and I understand that any false answers or statements made by me may be grounds for termination of employment. I also understand that if I am hired I will be required to provide personal information – including my birth-date, sex, SIN, AHCIC number, emergency contact, marital status, names of spouse and dependents.</p>				
Date _____	Signature _____			

Thank you for applying to Wing Kei. Unless you are contacted for an interview, you will receive no further acknowledgement of your application.