

Name: _____

Date: _____

Position: _____

Job Posting #: _____
(if applicable)



University
of Windsor

Application for Employment

(For non-Academic positions)

Department of Human Resources
Windsor, Ontario
N9B 3P4
519-253-3000

CONFIDENTIAL

We appreciate your interest in working at the University of Windsor. Please complete this application and enclose an up-to-date resume. If you are applying for a position that is covered by one of our union collective agreements, you should be aware that we must allow our qualified unionized staff the first opportunity for transfer or promotion to such a position. If we are unable to select a qualified University employee, your application will then be considered for the position for which you have applied.

It is the University's philosophy that every person is free and equal in dignity and rights regardless of race, creed, age, colour, sex, marital status, ancestry, place of origin, ethnic origin, citizenship, record of offenses, family status, sexual orientation or disability.

THIS APPLICATION WILL BE KEPT ON FILE FOR SIX MONTHS.

(It can be renewed toward the end of that period)

THE UNIVERSITY OF WINDSOR IS COMMITTED TO EMPLOYMENT EQUITY AND WELCOMES APPLICATIONS FROM ABORIGINAL PEOPLES, PERSONS WITH DISABILITIES, WOMEN, AND VISIBLE MINORITIES.

PERSONAL INFORMATION

Last Name	Given Name	Initial
Mailing Address (Include Postal Code)		Telephone: Work: Home:
Email:		

APPLICATION INFORMATION

Position applied for OR work preferred _____

Are you seeking Regular Regular Would you be willing to work as a casual employee?
 Full-time Part-time Yes No
 Employment Employment

Please indicate hours/days available if part-time or casual _____

Minimum salary expected _____ Date available _____

EDUCATION AND TRAINING

	Name & Address	Length of Course	Field of Study	Grade/Diploma/ Degree Completed
High School/GED				
Commercial or Technical Training				
Undergraduate College/University				
Other Continuing Education				

Professional Qualifications/Memberships/Licenses if applicable:

All applicants are encouraged to include volunteer or unpaid experience related to this position.

SPECIALIZED SKILLS

A. SECRETARIAL/CLERICAL

- | | | | | |
|--|---------------------------------------|------------------------------------|---|--|
| <input type="checkbox"/> Word Processing | <input type="checkbox"/> Spreadsheets | <input type="checkbox"/> Databases | <input type="checkbox"/> Medical Terminology | <input type="checkbox"/> Keyboarding _____ wpm |
| <input type="checkbox"/> Dictaphone | <input type="checkbox"/> Data Entry | <input type="checkbox"/> Graphics | <input type="checkbox"/> Scientific Terminology | <input type="checkbox"/> Other _____ specify |
| <input type="checkbox"/> Shorthand Speed _____ | | | | |

Please specify computer packages you are familiar with below, and rate your proficiency as follows:

1) course only/no experience 2) some working knowledge 3) proficient 4) expert ex: WP 8(3)

B TECHNICAL SKILLS

C TRADES/MAINTENANCE SKILLS

EMPLOYMENT RECORD**List most recent employment first**

Start Date	Employer	Address	Position Held
End Date	Reason for Leaving	Supervisor's Name & Title	Annual Salary
Start Date	Employer	Address	Position Held
End Date	Reason for Leaving	Supervisor's Name & Title	Annual Salary
Start Date	Employer	Address	Position Held
End Date	Reason for Leaving	Supervisor's Name & Title	Annual Salary

GENERAL

If you have or are currently working for the University of Windsor please indicate; Dates, Position, Department, Supervisor

TB MONITORING

Have you recently been outside of Canada for 12 months or more? Yes No

If yes, please explain: _____

IN ACCORDANCE WITH ONTARIO HUMAN RIGHTS CODE

Are you between the ages of 18 and 65? Yes No

Are you legally entitled to work in Canada? Yes No

Have you ever been convicted of a criminal offence for which a pardon has not been granted? Yes No

If yes, please explain: _____

REFERENCES

List three persons, other than relatives or personal friends, who have knowledge of your work experience and/or education.

	Name	Company	Position	Telephone
1.	_____	_____	_____	_____
	_____	_____	_____	_____
2.	_____	_____	_____	_____
	_____	_____	_____	_____
3.	_____	_____	_____	_____
	_____	_____	_____	_____

May we contact your present employer for a reference? Yes No Previous Employers Yes No

If no, please state reasons: _____

RELEASE/DECLARATION

I authorize anyone (unless otherwise specified) to provide the University of Windsor with any relevant information that may be required by them in accordance with this employment application. I hereby waive any privilege of confidentiality with respect to the release of this information to the University of Windsor.

I certify that all the above statements made by me are true with the full knowledge and understanding that if it is found I have falsified in this application, such falsification will constitute full and sufficient grounds for dismissal from the employ of the University of Windsor.

Date: _____ Signature: _____

Thank you for taking the time to complete this application and for your interest in the University of Windsor. If you are a person with a disability and require technical aids or alternative arrangements for tests or interviews, please advise our department of these special needs, and any ways in which we can be of assistance, if you are contacted.

⇒ Please DO NOT Put Your Name on This Form ⇐



TO THE APPLICANT:

The University of Windsor is an Employment Equity employer. Our desire is to have a workforce which reflects the diversity in the Canadian population. To assist us in this objective, we maintain a data base which enables us to ensure that our recruitment and out reach programs are free from discrimination.

Achieving and maintaining an equitable workforce remains at the forefront of the University of Windsor's Employment Equity planning. Our goal is to ensure that no person is denied employment opportunities or benefits for reasons unrelated to ability.

Employment Equity designated groups are those groups which have traditionally been excluded from the workforce. Even when they are employed, they tend to be concentrated in lower paying or specialist jobs and excluded from jobs with decision making responsibilities.

The four designated groups are:

- Aboriginal peoples
- persons with disabilities
- visible minorities; and
- women

Please answer the questions below and return it to the Office of Employment Equity at the University of Windsor.

The information you provide will be held in strictest confidence by the Office of Employment Equity.

The information on this form is in no way tied to your employment at Windsor. It is collected only as a way of establishing a data base for statistical purposes.

Please feel free to contact the Office of Employment Equity at (519) 253-3000 extension 2056 if you would like more information or clarification.

Thank you in advance for your help.

If you have decided not to complete the questionnaire please check here:

PERSONS WITH DISABILITIES

For the purposes of employment equity, "persons with disabilities" means persons who have a long-term or recurring physical, mental, sensory, psychiatric or learning impairment and who: a) consider themselves to be disadvantaged in employment by reason of that impairment or, b) believe that an employer or potential employer is likely to consider them to be disadvantaged in employment by reasons of that impairment, and includes persons whose functional limitations owing to their impairment have been accommodated in their current job or workplace. Based on this definition, **are you a person with a disability?**

Yes _____ No _____

NOTE: This question is not asking about whether you are receiving "long-term disability" benefits.

If you consider yourself a member of this group, please specify:

- Coordination/dexterity impairment (e.g., cerebral palsy)
- Developmental impairment (e.g. Down's syndrome)
- Mobility impairment (e.g., need to use a wheelchair)
- Speech impairment
- Visual impairment-partially sighted (not including use of normal eyewear)
- Visual impairment -blind
- Hearing impairment -hard of hearing
- Hearing impairment -deaf
- Non-visible physical impairment (e.g., epilepsy, hemophilia, heart condition, etc.)
- Learning disability or comprehension impairment (e.g., dyslexia)
- Psychiatric disability (e. g. , depression, schizophrenia)
- Other disability, please specify: _____

VISIBLE MINORITIES OF CANADA

For the purposes of employment equity, "members of visible minorities means persons, other than Aboriginal peoples, who are non-Caucasian in race or non-white in colour. Based on this definition, **are you a member of a visible minority?**

Yes _____ No _____

NOTE: This question is not asking about Canadian aboriginal or native ancestry or about citizenship, place of birth, religion,

language, ethnicity, or cultural background. You may identify yourself with a visible minority group whether or not you were born in Canada or are a Canadian citizen.

Race is not a scientific concept, but it does have a general meaning in Canadian society. When a dominant group identifies others in terms of race or colour, it has economic and social consequences for life chances.

Are you white in colour or Caucasian in race?

yes no

If you answered "NO", please indicate which of the following categories best applies to you:

- Black
- East Asian
- South Asian
- South East Asian
- American Indian, Central or South American Indian
- West Asian/Arab
- Other

Please specify: _____

ABORIGINAL PEOPLES OF CANADA

For purposes of employment equity, a person is an Aboriginal person if he or she is a member of the Indian, Inuit or Métis peoples of Canada. Based on this definition, **are you an Aboriginal person?**

Yes _____ No _____

If you consider yourself to be a member of this group please specify:

- Status Indian Non-Status Indian
- Métis Inuit

GENDER

For the purposes of employment equity, women are a designated group.

Are you: Male Female