

# Employment Application Form

**Location Applying to (please check all locations you are interested in):**

**Manitoba Locations:** \_Dauphin \_Thompson \_Portage La Prairie \_Russell \_Roblin \_Eriksdale  
\_Beausejour \_Brandon \_Oak Bluff \_Grandview \_Flin Flon \_Steinbach

**Winnipeg Locations:** \_McPhillips \_Pembina \_St. Vital \_Unicity \_Distribution Centre (Headingely)

**Saskatchewan Locations:** \_Yorkton \_Kamsack **Ontario Location:** \_Keewatin \_Fort Frances

PLEASE COMPLETE REQUESTED INFORMATION (PLEASE PRINT OR TYPE)

<i>Applicant Information</i>			
Full Name:			
Address:			
City:	Province:	Postal Code:	
Primary Number: ( )		Cell Phone Number: ( )	
Are you legally eligible to work in Canada? <input type="checkbox"/> Yes <input type="checkbox"/> No (Supporting documentation will be required prior to the commencement of employment)			
Are you of legal age to work in your province? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Do you possess a valid motor vehicle operator's licence? <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes what Class _____			
Have you ever interviewed with McMunn & Yates Building Supplies? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Have you ever worked for us before? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes: Location _____ Year(s) _____			
Have you been convicted of a criminal offence which is connected to the position you are applying for and for which a pardon has not been granted? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please provide details regarding the nature of the infraction(s): (a criminal conviction will not necessarily be a bar to employment)			

**TELL US WHAT YOU ARE LOOKING FOR:**

Position Applying for:								
<input type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Temporary / Seasonal						Date available to commence employment: _____		
Please provide your weekday hours availability below: (your unavailability to work on any particular day will not necessarily be a bar to employment)								
	All Days	Mon	Tues	Wed	Thurs	Fri	Sat	Sun
Hours Available								

**REFERENCES:**

Reference checks will be conducted to assess your past work performance and may include checks of attendance records. In addition to the references identified in the "Work History" section, you may wish to provide further references. If any references have known you by a previous name, please specify.

Name	Telephone #	Relationship	# of Years Known

**APPLICANT SIGNATURE (Please read carefully before signing):**

All of the information contained in this application or attachments/resume is true and complete. If I have falsified any of this information or if I have omitted information which a reasonable person would consider material to my suitability for the position for which I am applying, my application will be rejected or if I am hired, my employment will be terminated without notice or pay in lieu of such notice regardless of the time lapse before discovery. McMunn & Yates Building Supplies may inquire of such persons, employers, education institutions, criminal record checks, or other entities as it deems appropriate concerning my background and qualifications. I authorize and request all such persons and entities to disclose to McMunn & Yates Building Supplies such knowledge of or records concerning me as they may possess and release information and forever discharge all such persons and institutions from any liability of any kind from such disclosure.

In the event that I am employed by McMunn & Yates Building Supplies, I understand that I must comply with all company policies and rules whenever adopted or modified.

I understand that depending on the position I have applied for, McMunn & Yates Building Supplies may require that my candidacy undergo further analysis with regard to my experience, background and qualifications and any employment may be made conditional thereto.

My signature is evidence that I have read and agree with the above statement.

<b>Signature</b>	<b>Date Signed</b>
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Thank you for applying. Please return the application to one of the locations or email to [hr@mcmunnandyates.com](mailto:hr@mcmunnandyates.com)

**If you have no resume please complete all sections below. If you have a resume please attach.**

**TELL US ABOUT YOUR EDUCATION:**

Type of School	Highest Grade/ Year Completed	Name of School and Course of Study or Major	Date Attended
High School or equivalent			
College or University			
Vocational/Trade School			
Graduate School			
Other			

List any other training, certifications or licenses you currently possess:

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**TELL US ABOUT YOUR PAST JOBS:**

please attach resume *OR* List previous employment in order, beginning with your present or last employer

<i>Position One</i>	
Where did you work? (include name of company and phone number)	
Start Date:	End Date:
What was your position?	
What were your duties/responsibilities in this position?	
Why did you leave?	
May we call your supervisor? <input type="checkbox"/> Yes <input type="checkbox"/> No	Supervisor Name:
	Supervisor Contact Information:

<i>Position Two</i>	
Where did you work? (include name of company and phone number)	
Start Date:	End Date:
What was your position?	
What were your duties/responsibilities in this position?	

Why did you leave?	
May we call your supervisor? <input type="checkbox"/> Yes <input type="checkbox"/> No	Supervisor Name:
	Supervisor Contact Information:

<i>Position Three</i>	
Where did you work? (include name of company and phone number)	
Start Date:	End Date:
What was your position?	
What were your duties/responsibilities in this position?	
Why did you leave?	
May we call your supervisor? <input type="checkbox"/> Yes <input type="checkbox"/> No	Supervisor Name:
	Supervisor Contact Information:

**TELL US MORE ABOUT YOURSELF:**

Why do you want to work for McMunn & Yates Building Supplies?
How would you describe great customer service?
What are the things you liked about your previous jobs?
What are some of the things you did not like about your previous jobs?