

Task Title: Complete a Job Application Form

OALCF Cover Sheet – Practitioner Copy

Learner Name: _____

Date Started: _____

Date Completed: _____

Successful Completion: Yes ☐ No ☐

Goal Path: Employment ☐ Apprenticeship ☐

Secondary School ☐ Post Secondary ☐ Independence ☐

Task Description: The learner will complete a job application form.

Main Competency/Task Group/Level Indicator

- Communicate Ideas and Information/Complete and create documents/B3.2a

Materials Required:

- Pen/pencil and paper

Learner Information

Companies will often require applicants to complete job application forms. These may be on paper or online.

Scan the **Tim Hortons Employment Application**.



Tim Hortons



EMPLOYMENT APPLICATION

Apply now or online at timhortons.com to join our team!

Date of application: _____ Date available to start: _____

How did you hear about this opportunity? _____

If you were referred, please give the name of the team member that referred you: _____

MY AVAILABILITY & JOB POSITION (PLEASE CHECK ALL THAT APPLY)

POSITION	STATUS	MY HOURS OF AVAILABILITY						
			Mon	Tues	Wed	Thurs	Fri	Sat	Sun
☐ Team Member ☐ Management	☐ Full-time ☐ Part-time	FROM							
		TO							
Pay Expectations:		Preferred number of hours per week:							

TELL US ABOUT YOURSELF

First name: _____ Last name: _____

Street address: _____

City: _____ Province: _____ Postal code: _____

Home Phone #: (____) _____ Cell Phone #: (____) _____ Email: _____

Are you legally eligible to work in Canada? YES ☐ NO ☐

MY EDUCATION AND ACTIVITIES

Please specify highest level of education completed: _____

What hobbies and/or activities are you involved in? _____

Continued on reverse side....



It's who you are that makes us who we are.

TEAM Tim Hortons

MY EMPLOYMENT HISTORY

CURRENT/MOST RECENT EMPLOYER Can we contact this company? YES ☐ NO ☐

Company: _____ Start date: _____ End date: _____

Supervisor name: _____ Phone #: (____) _____

Position/Duties: _____

Reason for leaving: _____ Starting pay: _____ Ending pay: _____

PREVIOUS EMPLOYER Can we contact this company? YES ☐ NO ☐

Company: _____ Start date: _____ End date: _____

Supervisor name: _____ Phone #: (____) _____

Position/Duties: _____

Reason for leaving: _____ Starting pay: _____ Ending pay: _____

Have you ever worked for a Tim Hortons before? YES ☐ NO ☐

If yes, which location(s)? _____ Restaurant #: _____

Position held: _____ Start date: _____ End date: _____

Why did you leave? _____

MY THOUGHTS ABOUT HOSPITALITY

What is important to you as a guest at Tim Hortons?

Making our guests happy is our number one priority. How would you help us make that happen?

MY REFERENCES

List any references not given above. Please do not list relatives.

NAME	OCCUPATION	RELATIONSHIP	PHONE NUMBER

Please exclude any reference to any organization which could indicate race, religion, marital status, age, colour, gender, ancestry, political beliefs, sexual orientation, place of origin, physical disability, mental disability or handicap.

The undersigned acknowledges that the foregoing statements and information fully and truthfully set forth the true and accurate personal information of the applicant as of the date hereof. The undersigned further acknowledges that for the purposes of determining the suitability of the undersigned for the position applied for, an investigation may be made with respect to relevant information. The undersigned hereby consents to Tim Hortons or its affiliates or agents collecting and retaining such information and conducting further investigations with respect to relevant information. The undersigned further consents to the updating of this information from time to time, as necessary.

SIGNATURE: _____ DATE: _____



TEAM Tim Hortons

Work Sheet

Task 1: Complete the Tim Hortons Employment Application form provided.

Answer:

Task Completed: Yes ☐ No ☐

Answers

Task 1: Complete the Tim Hortons Employment Application Form provided.

Answer: Check the application to make sure learner has answered all questions. Answers will vary.

Performance Descriptors

Levels	Performance Descriptors	Needs Work	Completes task with support from practitioner	Completes task independently
B3.2a	uses layout to determine where to make entries			
	begins to make some inferences to decide what information is needed, where and how to enter the information			
	makes entries using a limited range of vocabulary			
	follows instructions on documents			

This task: Was successfully completed ☐ Needs to be tried again ☐

Learner Comments:

Instructor (print): _____

Learner (print): _____