

External Application Form

JOB TITLE:	POSTING #:	LOCATION:
------------	------------	-----------

Contact Information

FIRST NAME:	LAST NAME:		
STREET	CITY	PROVINCE:	POSTAL CODE:
DAYTIME PHONE NUMBER: ()		MOBILE NUMBER: ()	
EMAIL ADDRESS:			

Are you interested in a Page position? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>*If yes. Submit your application to the branch you are interested in working at.</i>	Available Start Date (mm/dd/yy):
Completed applications should be kept at the location of interest. Indicate location(s) of interest below:	

LEVEL OF EDUCATION	DEGREE/DIPLOMA	AREA OF SPECIALIZATION	COMPLETED OR IN PROGRESS
SECONDARY			
COLLEGE/UNIVERSITY			
GRADUATE/ PROFESSIONAL DEGREE			
OTHER (CONTINUING EDUCATION)			

POSITION TITLE	ORGANIZATION	DATES					
		FROM			To		
		/	/	/	/	/	/
		MM	DD	YY	MM	DD	YY
Describe main duties and responsibilities:							

Employment Information - LIST MOST RECENT POSITIONS HELD

POSITION TITLE	ORGANIZATION	DATES					
		FROM			To		
		/	/	/	/	/	/
		MM	DD	YY	MM	DD	YY
Describe main duties and responsibilities:							

Employment Information - LIST MOST RECENT POSITIONS HELD

POSITION TITLE	ORGANIZATION	DATES					
		FROM			To		
		/	/	/	/	/	/
		MM	DD	YY	MM	DD	YY
Describe main duties and responsibilities:							

Volunteer Information - LIST MOST RECENT POSITIONS HELD

NAME OF ORGANIZATION	RESPONSIBILITIES	DATES					
		FROM			To		
		/	/	/	/	/	/
		MM	DD	YY	MM	DD	YY
		/	/	/	/	/	/
		MM	DD	YY	MM	DD	YY
		/	/	/	/	/	/
		MM	DD	YY	MM	DD	YY

Other Relevant Practical Skills - EXAMPLE: WORD PROCESSING; EQUIPMENT HANDLING; TRAINING

Are you eligible to work in Canada? Yes No If you have a permit to work, indicate expiry date: _____

Have you ever been employed by the City of Toronto or the Toronto Public Library? Yes No

If yes,

Dates: From: _____ To: _____

THE FOREGOING STATEMENTS ARE CORRECT TO THE BEST OF MY KNOWLEDGE AND I UNDERSTAND THAT A MISREPRESENTATION MAY DISQUALIFY ME FROM FURTHER CONSIDERATION IN THE JOB POSTING PROCESS FOR THIS POSITION. I UNDERSTAND THAT CURRENT AND PAST PERFORMANCE INFORMATION WILL BE COLLECTED AND INCLUDED IN THE SELECTION PROCESS TO ASSESS MY SUITABILITY FOR THE POSTED POSITION.

THE TORONTO PUBLIC LIBRARY INVITES APPLICATIONS FROM ALL QUALIFIED INDIVIDUALS. THE LIBRARY IS COMMITTED TO EMPLOYMENT EQUITY AND DIVERSITY IN THE WORKPLACE AND WELCOMES APPLICATIONS FROM VISIBLE MINORITIES, INDIGENOUS PEOPLE, PERSONS WITH DISABILITIES, AND PERSONS OF ANY SEXUAL ORIENTATION OR GENDER IDENTITY. UPON REQUEST, ACCOMMODATION WILL BE PROVIDED FOR PERSONS WITH DISABILITIES THROUGH ALL STAGES OF THE RECRUITMENT AND SELECTION PROCESS.

PERSONAL INFORMATION ON THIS FORM IS COLLECTED UNDER THE AUTHORITY OF SECTION 15 OF THE PUBLIC LIBRARIES ACT, R.S.O. 1990, c. P.44 AND WILL BE USED TO DETERMINE ELIGIBILITY FOR EMPLOYMENT. QUESTIONS ABOUT THIS COLLECTION OF PERSONAL INFORMATION SHOULD BE DIRECTED TO THE HUMAN RESOURCES CONSULTANT, 789 YONGE STREET, TORONTO, ON M4W 2G8, (416) 393-7093.

DATE:

SIGNATURE: