



Heartland Health Region Employment Application Form

(Note: If you are enclosing a resume with your application, please fill out the first page of the application, sign the applicant statement on the back page and enclose your resume)

POSITION/WORK DESIRED

Position/work sought: _____

Term of work desired (please hi-lite yellow): **Permanent** **Temporary**

Hours available to work (please hi-lite yellow): **Full-Time** **Part-Time** **Casual**
Days **Evenings** **Nights** **Weekends**

Work site preferred, if any _____ Date available to start work _____

PERSONAL INFORMATION

Name: _____
Last First

Address: _____
Street Address

_____ Town/City Province Postal Code

Phone: Home _____ Business _____ Cell: _____

Have you ever been employed within the Heartland Health Region? (please hi-lite) **Yes** **No**

If yes, where? _____ When? _____

(please hi-lite answer below)

Are you willing to work shift work?	Yes	No
Are you willing to travel as part of your job?	Yes	No
Do you have a valid driver's license?	Yes	No
Are you between the age of 16 and 65?	Yes	No
Are you willing to work overtime?	Yes	No
Are you legally entitled to work in Canada?	Yes	No
Have you committed a criminal offence for which a pardon has not been granted?	Yes	No

EDUCATION AND TRAINING

Type of School	Name and location of school	Attainment
Business, trade, technical or other training		Degree/Diploma/Certificate obtained:
Post Secondary		Degree/Diploma/Certificate obtained:
High School		Highest grade completed: (please hi-lite) Diploma or GED
Other relevant training or experience		

SPECIALIZED SKILLS

Clerical Skills (please hi-lite)

Dictaphone **Word processing** **Spreadsheets** **Keyboarding/typing** _____(wpm)
Other (specify)_____

Computer Skills -Please indicated which software programs you have used or special computer training you have received _____

Medical terminology training _____

Technical/trades/maintenance/other skills _____

BLS Certification (CPR) Level _____ Date of course _____

Language skills Spoken _____ Written _____

Other skills

CERTIFICATION

For Registered Nurses and other certified professionals – Are you currently registered in Saskatchewan? (please hi-lite) **Yes** **No** Saskatchewan registration # _____

WORK HISTORY

1) Employer: _____ Address: _____

Name of Supervisor: _____

Position held: _____ From: _____ To: _____
month/yr month/yr

Main duties:

Reason for leaving: _____

2) Employer: _____ Address: _____

Name of Supervisor: _____

Position held: _____ From: _____ To: _____
month/yr month/yr

Main duties:

Reason for leaving: _____

3) Employer: _____ Address: _____

Name of Supervisor: _____

Position held: _____ From: _____ To: _____
month/yr month/yr

Main duties:

Reason for leaving: _____

REFERENCES

May we contact your present/past employer? (please hi-lite) **Yes** **No**

Name	Position Title	Relationship	Phone Number
1)			
2)			
3)			

SELF DECLARATION (VOLUNTARY)

Do you have a disability which will affect your ability to perform any of the functions of the job for which you have applied? (please hi-lite) **Yes** **No**

If your answer to the above question is “yes” please indicate what functions you can not perform, and what accommodations could be made which would allow you to do the work adequately?



The Heartland Health Region is working toward a workforce that is representative of the public it serves. Please answer the following question.

Are you a person of Aboriginal Ancestry (Status Indian, Non-Status Indian, Metis, Inuit?)
(please hi-lite) **Yes** **No**

STATEMENT BY APPLICANT

I certify that the facts set forth in this employment application are complete and true. I understand that if I am employed, false statements on this application shall be considered sufficient cause for dismissal. I also give permission to the Heartland Health Region to obtain information regarding my previous employment or educational background.

Signature of applicant _____ Date _____

Thank you for your interest in our Region’s health services, we will keep your application on file for up to three months. Only those selected for an interview will be contacted. All new employees are required to provide a pre-employment medical and criminal record check.

Please return completed applications to:
Heartland Health Region
Attn: Recruitment & Retention
PO Box 1100
Outlook, SK S0L 2N0
Ph: 1-306-867-9700 x 3291 Fax: 1-306-867-1877
careers@hrha.sk.ca