



**MATRIX**  
PROFESSIONAL STAFFING SOLUTIONS INC.

## EMPLOYMENT APPLICATION

Please complete all sections as thoroughly as possible, even if you are attaching a resume. It is necessary to provide complete information as this will be used to determine eligibility. Applications must be received by the appropriate closing date indicated in the advertisement. All information submitted to us will be considered as supplied in confidence.	<b>OFFICE USE ONLY</b>  DATE RECEIVED
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**POSITION INFORMATION**

COMPETITION NO / JOB ID	POSITION TITLE	POSITION LOCATION	COMPETITION CLOSING DATE YYYY / MM / DD
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<b>FOR GENERAL APPLICATION</b> Indicate (✓) the type of employment you are requesting	PERMANENT <input type="checkbox"/>  TEMPORARY <input type="checkbox"/>	Full Time <input type="checkbox"/>	Part Time <input type="checkbox"/>	TYPE(S) OF POSITION – please describe
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**PERSONAL INFORMATION**

LAST NAME	FIRST NAME	INITIALS	Is your age at least 18 years? <input type="checkbox"/> YES <input type="checkbox"/> NO	RESIDENCE TELEPHONE NO. ( )	BUSINESS TELEPHONE NO. – or message ( )
MAILING ADDRESS			CITY	PROVINCE	POSTAL CODE
Are you legally entitled to work in Canada <input type="checkbox"/> YES <input type="checkbox"/> NO					
EMAIL					

**CURRENT EMPLOYMENT STATUS**

Are you currently an employee of Matrix Professional Staffing Solutions? <input type="checkbox"/> NO <input type="checkbox"/> YES – If YES, include (✓) status ➤ <input type="checkbox"/> TEMP <input type="checkbox"/> PERM <input type="checkbox"/> ON CALL <input type="checkbox"/> OTHER (please specify)	EMPLOYEE I.D.
Are you willing to work anywhere in the province? <input type="checkbox"/> YES <input type="checkbox"/> NO – list locations preferred ➤	

**EDUCATION & TRAINING**

Please describe secondary, post secondary, courses and training which have given you work related knowledge and skills. Start with highest level achieved and specify the degrees, certificates or diplomas completed. Official documentation may be required.

NAME OF INSTITUTION OR ORGANIZATION	LOCATION	YEAR TAKEN	AREA OF STUDY / COURSE	GRADE / CERTIFICATION / DIPLOMA / DEGREE	COMPLETED YES (✓)	COMPLETED NO
					<input type="checkbox"/>	<input type="checkbox"/>
					<input type="checkbox"/>	<input type="checkbox"/>
					<input type="checkbox"/>	<input type="checkbox"/>
					<input type="checkbox"/>	<input type="checkbox"/>
					<input type="checkbox"/>	<input type="checkbox"/>

**ASSOCIATION / PROFESSIONAL AFFILIATIONS**

List any active memberships or registrations in a professional or career related organization or society.

**WORK HISTORY**

Have you previously been employed with Matrix?  NO  YES, indicate dates:

Beginning with your most RECENT experience, describe your work history. You may wish to include relevant volunteer positions. In the area for "Duties and Skills" describe the *major* duties and skills acquired/used as they relate to the position you are applying for. If any references have known you by a previous name, please specify.

EMPLOYER AND LOCATION		FROM YYYY / MM / DD	TO YYYY / MM / DD
SUPERVISOR – REFERENCE	SUPERVISOR'S TELEPHONE NO. ( )	REASON FOR LEAVING	
POSITION HELD BY APPLICANT	JOB CLASSIFICATION – If applicable	SALARY	NO. OF PEOPLE SUPERVISED – If applicable
DUTIES AND SKILLS			

EMPLOYER AND LOCATION		FROM YYYY / MM / DD	TO YYYY / MM / DD
SUPERVISOR – REFERENCE	SUPERVISOR'S TELEPHONE NO. ( )	REASON FOR LEAVING	
POSITION HELD BY APPLICANT	JOB CLASSIFICATION – If applicable	SALARY	NO. OF PEOPLE SUPERVISED – If applicable
DUTIES AND SKILLS			

**SKILLS / EXPERIENCE**

Check (✓) areas of skills/experience that you have which relate to the advertised position or, if this is a general application, to the position(s) that interests you.

	NET SPEED (WPM)	NO. OF YEARS/MONTHS EXPERIENCE/ TRAINING	LIST RELATED EQUIPMENT, HARDWARE AND/OR SOFTWARE APPLICATIONS
<input type="checkbox"/> KEYBOARDING			
<input type="checkbox"/> DATA ENTRY / DICTA			
<input type="checkbox"/> SOFTWARE APPLICATIONS			
<input type="checkbox"/> HARDWARE APPLICATIONS			
<input type="checkbox"/> OTHER			

**SKILLS / ACHIEVEMENTS**

Briefly summarize your knowledge and major skills / achievements which relate to the advertised position or, if this is a general application, to the position(s) that interests you. You may use this space to enter other information you would like us to consider in reviewing your application.

**ABOUT YOU**

- What is your biggest accomplishment and what did you learn from it?
- If you had to describe yourself in one sentence, what would you say?
- If a co-worker had to describe you in one sentence, what would they say?
- What are your future career goals?
- Provide an example of a time when you motivated others.
- Provide an example of when you encountered conflict and how you resolved it.
- Give an example of when you showed initiative and took the lead.
- Provide an example of a time when you had too many things to do and were required to prioritize your tasks.

## STATEMENT OF CONSENT

I understand the term of my employment shall be limited to the duration of any assignment that I accept. I also understand that I am applying for temporary, temp to hire, contract or direct hire opportunities. Regardless of whether or not I become employed by Matrix Professional Staffing Solutions, I recognize that this application is not and should not be considered a contract of employment.

I authorize obtaining information from any person(s), employer(s), educational institution(s), licensing authorities, and/or law enforcement agencies concerning my background, work habits, skill or conduct on the job, with the exception of past employer(s) I have indicated that are not to be contacted. I hereby release such persons or entities from all liability for damages for issuing such information. I understand that by submitting my resume, I am hereby authorizing Matrix Professional Staffing Solutions to assist me in securing employment and to refer and market my resume to prospective clients on my behalf.

By submitting my application, I am confirming that I have read and understood Matrix Professional Staffing Solutions' privacy policy and am now ready to provide my personal information in accordance with it. I am also confirming that I have read and understood Matrix Professional Staffing Solutions' terms and conditions and agree to its contents.

SIGNATURE: (Insert Your Initials) \*

The information you have entered above will be entered into our database. **Submit this completed Job Application Form along with a copy of your Resume or Curriculum Vitae (MSWord™) ONLY by Email.** NOTE: Attachments with any other extensions will not be opened.