

General Information and Instructions for Entering Data into the following form.

***Please take a few minutes and read the following information and fill out the Employment Application below. We require this information to better assess your suitability for positions with our clients. If you are applying for an advertised position this will put you one step closer to your goal.***

As I am sure you are aware, we handle both **PERMANENT** and **TEMPORARY** employment of office professionals within the Fraser Valley.

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**PERMANENT EMPLOYMENT:**

If you are **ONLY** looking for Permanent employment or applying for an advertised position, please fill out the attached Employment Application and send it back to our office either by email (**save** the Employment Application DE to your desktop, fill out the form on your computer by **TABBING** through each area, **DO NOT USE THE ENTER KEY**, and then re-attached to your reply email) **or** print the Employment Application FAX, manually fill it out and return by fax to (604) 852-8099. With this additional information we will better be able to assess your suitability for any positions we may currently have or will have in the future. (Note: your signature, SIN No. and DOB will not be required until such time as we have you come into the office and interview with us) \*\* Please be sure to include any CURRENT references you might have.

*Please read the following if you would also like to consider doing some **Temporary** work with us.*

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**TEMPORARY EMPLOYMENT:** (*allows for variety and flexibility, full-time or part-time*)

Standard Temporary Hourly Rate is: **\$11.00 to \$13.00** (dependent upon the position duties)

If you are interested in registering for Temporary work please fill out the attached Employment Application and send it back to our office either by email (**save** the Employment Application DE to your desktop, fill out the form on your computer and re-attached to your reply email) **or** print the Employment Application FAX, manually fill it out and return by fax to (604) 852-8099. Once we receive the Employment Application we will call and set up an appointment for you to come into our office here in Abbotsford for an interview and some skills assessment testing. This information will help us gauge your skill level and allow us to place you in positions that are right for your abilities within your areas of specialty. \*\* Please be sure to include any CURRENT references you might have.

**NOTE:** After you have attached the form to your email please reopen it to make sure it is still formatted correctly. Sometimes it doesn't and you will have to fax it to us.

Thank you again for your interest, and we look forward to hearing from you.



# EMPLOYMENT APPLICATION

## Valley Personnel Employment Policy

All candidates sent to interview with or to work on a Temporary basis with a client of Valley Personnel cannot accept either a full time position or request direct employment with that client without express permission from Valley Personnel from 1 year of the date of interview or placement with that client.

Valley Personnel has the right to verify any information provided on the application, resume/cover letter and/or during your interview that you have provided them.

I understand that I may call to inquire about work available at Valley Personnel at my discretion and that Valley Personnel is not required to find work for me or contact me in order to make work available to me. If Valley Personnel calls me for a position and I do not respond either by email, phone or in person Valley Personnel may assume I am now not available for work.

**NON-DISCLOSURE:** I understand that I am *not to disclose* the contents or details of any placement contract I have with Valley Personnel or any confidential information revealed to me through a company I am sent to or through Valley Personnel and will refrain from using such information for any purpose other than fulfilling the obligations of the contract. Obligations under this paragraph continue to run even after the expiry or termination of my employment with Valley Personnel.

*\*\*For Reference-Checking purposes, please list any other names you have been employed under below:*

## For Temporary Personnel Only

I understand my employment at Valley Personnel is on a day-to-day basis. That is, at the end of the workday, I will be deemed to have quit unless I am completing a temporary assignment. I agree to complete all assignments assigned to me and to be on time. If I cannot complete the assignments I will call Valley Personnel immediately. I agree that any disputes arising from my employment will be resolved by arbitration under those statutes of Provincial Legislation.

By signing this Employment Application I agree to a 12-month (365 day) probation period with Valley Personnel before I can accept either full time employment or request direct employment with a company that Valley Personnel has placed me unless previously discussed and agreed upon with Valley Personnel.

Employee Signature \_\_\_\_\_

Date (mm/dd/yy) \_\_\_\_\_

<b>References of Previous Employers:</b> <i>(starting with most recent please list 3 employers we may contact)</i> or forward your typed list separately					
<b>EMPLOYER:</b>				<b>PHONE:</b>	<b>(604)</b>
<b>POSITION:</b>				<b>SUPERVISOR:</b>	
<b>DATES :</b>	<b>From:</b>		<b>To:</b>		
		(mm/yy)		(mm/yy)	
<b>Reason for Leaving:</b>					
<b>EMPLOYER:</b>				<b>PHONE:</b>	<b>(604)</b>
<b>POSITION:</b>				<b>SUPERVISOR:</b>	
<b>DATES :</b>	<b>From:</b>		<b>To:</b>		
		(mm/yy)		(mm/yy)	
<b>Reason for Leaving:</b>					
<b>EMPLOYER:</b>				<b>PHONE:</b>	<b>(604)</b>
<b>POSITION:</b>				<b>SUPERVISOR:</b>	
<b>DATES :</b>	<b>From:</b>		<b>To:</b>		
		(mm/yy)		(mm/yy)	
<b>Reason for Leaving:</b>					

**NOTE:** After you have completed this form, and if you agree to the terms stated above, we ask you to return this document to Valley Personnel, via email or fax (604) 852-8099, to the person that originally sent it to you. Your signature will be required at the time of employment when we will require you to come into our office at *2469 Pauline Street, Abbotsford, BC* for an interview and possible testing before you will be sent to our client for interview. If you have any questions or concerns please contact Valley Personnel at (604) 859-6511.

\*\* Potential Temporary Employees will be required to pre-register before going out on assignment.

\*\* References will only be contacted if you are short-listed for employment or are going out on a Temporary assignment.