

# THE AURUM GROUP APPLICATION FOR EMPLOYMENT



The Aurum Group of Companies is an equal opportunity employer, dedicated to a policy of non-discrimination in employment on any basis, including age, sex, race, creed, religion, marital status, sexual orientation, political belief, disability or any other basis prohibited by federal or provincial law.

Human Resources  
115 17<sup>th</sup> Ave SW, Calgary, AB; T2S 0A1  
[www.aurumgroup.com](http://www.aurumgroup.com)

Phone: (403) 228-5199 Toll Free: (800) 661-1169  
Fax: (403) 228-8150 Toll Free: (866) 237-9442  
Email: [employ@aurumgroup.com](mailto:employ@aurumgroup.com)

Please complete entire application to ensure processing. (Please Print)

Today's Date: \_\_\_\_\_ Position(s) Applied For: \_\_\_\_\_

Referral Source:  Ad  Walk-In  Career Fair  Employee: \_\_\_\_\_  Other: \_\_\_\_\_  
(Name of employee)

## PERSONAL INFORMATION

Name \_\_\_\_\_  
Last First Middle

Address \_\_\_\_\_  
Street City Prov. Postal Code

Phone # ( ) \_\_\_\_\_ Cell # ( ) \_\_\_\_\_

Email \_\_\_\_\_

Employment Desired:  Full Time Are you available to work overtime?  Yes  No

Part Time/Summer/Casual # of Hours/Week \_\_\_\_\_

Specify hours available for each day of the week  
Monday Tuesday Wednesday Thursday Friday Saturday  
\_\_\_\_\_  
\_\_\_\_\_

Have you ever worked with The Aurum Group of Companies before?  Yes  No If yes, when? \_\_\_\_\_

Rate of Pay expected: \$ \_\_\_\_\_ per \_\_\_\_\_ When are you available to start: \_\_\_\_\_

## EDUCATION

Please circle highest level completed

High school 9, 10, 11, 12 (13)

Did you Graduate?  Yes  No

Post Secondary 1, 2, 3, 4

Did you Graduate?  Yes  No

Subject studied and/or degree, diploma, certificate received \_\_\_\_\_

Other special training, volunteer, hobbies etc.: \_\_\_\_\_

\*Please Complete Reverse Side

**EMPLOYMENT HISTORY**

**Employer** \_\_\_\_\_ Dates Employed – From \_\_\_\_\_ To \_\_\_\_\_  
 Address \_\_\_\_\_ Telephone ( ) \_\_\_\_\_  
 Job Title \_\_\_\_\_ Pay Rate \$ \_\_\_\_\_ per \_\_\_\_\_  
 Job Duties \_\_\_\_\_  
 Supervisor's Name \_\_\_\_\_ May we Contact  Yes  No  
 Reason For Leaving \_\_\_\_\_

**Employer** \_\_\_\_\_ Dates Employed – From \_\_\_\_\_ To \_\_\_\_\_  
 Address \_\_\_\_\_ Telephone ( ) \_\_\_\_\_  
 Job Title \_\_\_\_\_ Pay Rate \$ \_\_\_\_\_ per \_\_\_\_\_  
 Job Duties \_\_\_\_\_  
 Supervisor's Name \_\_\_\_\_ May we Contact  Yes  No  
 Reason For Leaving \_\_\_\_\_

**Employer** \_\_\_\_\_ Dates Employed – From \_\_\_\_\_ To \_\_\_\_\_  
 Address \_\_\_\_\_ Telephone ( ) \_\_\_\_\_  
 Job Title \_\_\_\_\_ Pay Rate \$ \_\_\_\_\_ per \_\_\_\_\_  
 Job Duties \_\_\_\_\_  
 Supervisor's Name \_\_\_\_\_ May we Contact  Yes  No  
 Reason For Leaving \_\_\_\_\_

**REFERENCES**

Please list 3 references (professional)

NAME	BUSINESS	TITLE	PHONE	PROFESSIONAL RELATIONSHIP

I hereby authorize The Aurum Group of Companies to investigate all statements made in this application. I hereby give the Company permission to contact previous employers (unless otherwise indicated), schools, references and others and release the Company and any individuals/firms it contacts from any liability as a result of these contacts. I certify that all statements I have made on this form and other information provided by me in the process of applying for this position are true. I understand that misrepresentation or omission of facts may result in rejection of this application or if hired, discipline up to and including termination. I understand that filling out this form does not indicate there is a position open and does not obligate The Aurum Group of Companies to hire me. I accept that my resume will be active 90 days from the date signed. If I still wish to seek employment with the Company after 90 days, I will need to complete a new application form.

I have read and fully understood the above and seek employment under these conditions.

**Signature of Applicant** \_\_\_\_\_ **Date** \_\_\_\_\_