NEIGHBOURHOOD COURIER INC.

"We Deliver on Time Every Time"

Tel: 905-459-6789 / 905-459-6799

OFFICE ADMINISTRATOR / CSR APPLICATION FORM

APPLICANT INFORMATION:

Application Date:_____ Years of Experience:_____

First Name: _____ Last Name: _____

Address:_____
Street Address *City* *Province* *Postal Code*

Home Phone:_____ Cell:_____

E-mail:_____

SIN #:_____ Date of Birth: _____

EDUCATION:

High School:_____ Address:_____

From:_____ To:_____ Did you graduate? ☐ YES ☐ NO Diploma: _____

College:_____ Address:_____

From:_____ To:_____ Did you graduate? ☐ YES ☐ NO Diploma: _____

Other:_____ Address:_____

From:_____ To:_____ Did you graduate? ☐ YES ☐ NO Diploma: _____

QUESTIONAIRE:

Are you seeking ☐ Full-Time Position ☐ Part-Time Position ☐ Full-Time or Part-Time as needed

Position Applied For ☐ Office Administration ☐ Receptionist

Are you a citizen of Canada? ☐ YES ☐ NO If no, are you authorized to work in Canada? ☐ YES ☐ NO

Are you fluent in English? ☐ YES ☐ NO

PREVIOUS EMPLOYMENT RECORD: *(Provide 3 most recent employments)*

Company Name	Contact Person	Telephone	Ext.	E-mail

OFFICE USE ONLY

Approved: ☐ YES ☐ NO

Hired Date: _____

Approved By: _____

The information provided in this application will remain strictly confidential between Applicant and Neighbourhood Courier Inc.