

Application for Employment



TOTEM BUILDING SUPPLIES LTD.

YOU'LL WANT TO WORK HERE!

- ✓ ***Great People!***
- ✓ ***Respectful Management***
- ✓ ***Work/Life Balance***
- ✓ ***Comradeship***
- ✓ ***Ethical Canadian Company***
- ✓ ***Opportunities for Promotion and Career Growth***
- ✓ ***Learning Life Long Skills***
- ✓ ***Exciting, Fast-Paced Environment***
- ✓ ***Having Fun with New Friends***
- ✓ ***Highest Compensation in the Industry!***

Mission Statement:

The Totem Team...
Dedicated to providing every customer
with the exceptional level of service
they deserve and will remember.

WE DO IT RIGHT, WE DO IT NOW, WE DO IT EVERYDAY!

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Thank you for applying for employment with Totem Building Supplies Ltd.

We are a retailer of home improvement products committed to providing **EXCELLENCE** for each and every customer through our doors. It is our mission to improve their lives through our products and services. It is also our mission to improve our employees' lives with a positive work environment, excellent compensation programs, learning opportunities and career advancement.

Totem's values guide our day-to-day business decisions. They are not merely words; they are the basis of our success and require your commitment on a daily basis.

Your Commitment to Our Values:

Service!

Choose your attitude, *want* to make a difference, be willing to learn, have fun.

Respect!

Show up on time, be friendly, smile, create a positive workplace.

Unity!

Work with others, share one objective: to always do the best for our customers.

Search for the Common Good!

Go the extra mile, help others, and support the collective interest of our customers, fellow employees and others involved in our success.

Sense of Responsibility!

Do the right thing, lead by example, empower yourself to help others.

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Please print clearly and answer all questions.

Date: _____

Treat as confidential when completed.

Name: _____
Last First Initial

Address: _____
City Postal Code

Phone Number: _____ Email Address: _____

Please list all educational institutions attended from high school to present.

School	Degree/Diploma	Years Attended

Which areas of our business do you have a working knowledge of?

<input type="checkbox"/> Greeting Customers	<input type="checkbox"/> Contractor Sales	<input type="checkbox"/> Building Materials	<input type="checkbox"/> Power Tools	<input type="checkbox"/> Hardwood Flooring
<input type="checkbox"/> Cash Register	<input type="checkbox"/> Security Gate	<input type="checkbox"/> Lumber	<input type="checkbox"/> Hand Tools	<input type="checkbox"/> Kitchen and Bath
<input type="checkbox"/> Receiving	<input type="checkbox"/> Fork Lift	<input type="checkbox"/> Hardware	<input type="checkbox"/> Plumbing	<input type="checkbox"/> Paint and Decor
<input type="checkbox"/> Warehouse	<input type="checkbox"/> Delivery Driver	<input type="checkbox"/> Doors and Windows	<input type="checkbox"/> Electrical	<input type="checkbox"/> Lawn and Garden

Which areas or position are you interested in? _____

How/where did you hear about us? _____

Have you previously worked at Totem? Yes No If yes, which location? _____

Which location are you applying for? _____

Looking for (check one): Full Time (32-40 hours/wk) Part Time

Looking for (check one): Permanent Seasonal

Are you 16 years of age or older? Yes No

Are you legally authorized to work in Canada? Yes No

Do you have a valid driver's license? Yes No

Are you currently working? No Yes – Full Time Yes – Part Time

Are you flexible to work any hours between 5:00am to 9:15pm, Monday to Friday? Yes No

Are you flexible to work any hours between 7:00am to 9:15pm, weekends and holidays? Yes No

If you replied "No" to flexible hours, please indicate the hours that you are available.

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Start Time:							
End Time:							

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Employment History

Please list your most recent employer first.

If applying for Driver's Position, ensure Previous 3 years work experience is noted and a copy of Current Driver's Abstract attached.

Employer Name: _____
Employer Address: _____
Period of Employment: from _____ to _____ Salary: \$ _____
Duties and Responsibilities: _____
Supervisor Name: _____ Phone Number: _____
Reason for Leaving: _____

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Supervisor Name: _____ Phone Number: _____
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Be advised that Totem Building Supplies Ltd. is committed to providing a healthy and safe working environment and principles of honesty and integrity.

I hereby authorize the company to verify the information contained in this Application for Employment. I further agree that any willful omission or misrepresentation shall be considered sufficient cause for denial or termination of employment. I consent to the Company making its usual inquiries, other than those prohibited under relevant Human Rights Legislation, concerning obtaining pertinent credit and personal information.

Date: _____

Signature: _____