



# ApprenticeSearch.com's Resume & Cover Letters

## Resource Guide

If you would like to take a deeper dive into building a resume or cover letter, and gain access to downloadable tools and templates, see the eLoft Careers online job search courses available for purchase.

## What is a Resume?

- Your resume is your number 1 marketing tool when you are looking for a job. It's your way of showing a potential employer that you would be a good fit for their organization
- It's often the employer's first glimpse of who you are, your skills, experience and qualities
- Resumes should be updated regularly as your career progresses and you gain new skills and experience, and should be customized for every application
- Authenticity and being truthful on your resume is critical. At the interview and on the job, you will need to be able to back up any statements made on the resume. Trades roles have important health and safety considerations and lying on the resume could result in injury on the job

In this document, we will share with you some tips for success when building your resume

# Resume Steps

## 1. GATHER RELEVANT MATERIALS

Start your resume building by gathering the following:

- Old versions of your resume
- Performance reviews from previous roles
- Details of education and training courses you've attended
- A few example job postings for the type of job in which you are interested

## 2. REVIEW SAMPLE JOB POSTINGS

- Next, review the sample job postings gathered in step 1 above and note down the key skills, education, experience, and any other requirements for the job. These are the things you will want to showcase in your resume (but only if you actually have these things).

## 3. START BUILDING YOUR RESUME

- You can either update your existing resume or start fresh
- Follow the guidance provided in this booklet

## 4. REVIEW YOUR RESUME

- Check your spelling and grammar using the Word spell checker or download Grammarly
- Customize your resume for every application, making minor tweaks to show the employer you are a match for their requirements

## What NOT to Include in your Resume

- Personal details e.g. age, race, religion, marital status, gender
- Salary expectations
- Reasons for leaving previous companies (you can discuss that at the interview when asked)
- Photos
- References (these should be prepared on a separate document ready to hand over if requested)



### PROFILE

Sales Maestro with more than 10 years experience in retail environments. Recognized for my ability to close deals, provide excellent customer service, and generate cold hard cash. Hire me to boost your company and get the job done.

### CONTACT

PHONE:  
678-555-0103

EMAIL:  
TheHamMan@hotmail.com

### HOBBIES

Jiu-jitsu  
Philosophy



# HAM DUGO

# HAM DUGO

## Sales Associate

### EDUCATION

University of Phoenix – Tempe, AZ  
Graduated 2008  
AS in Business Administration  
President of Jiu-jitsu Club

### WORK EXPERIENCE

#### Walmart Sales Associate 2015–Present

- Help like 50 customers per day by answering questions and help them find products
- Recommended advanced merchandise display techniques to management, which were implemented and resulted in better sales
- Close roughly \$500 in sales every week
- Named "Employee of the Month" 4 separate times

#### ZARA Sales Associate 2008–2015

- Stocked and organized inventory with accuracy and efficiency
- Personally broke state-wide records for the number of bootcut jeans sold
- On average, sold more than \$1,500 in merchandise each week
- Once convinced a Chechen businessman to buy our entire collection of button up shirts

### SKILLS

MS Office	35%
Italian language	15%
Keeping it cool	100%
Sales	100%
Customer service	90%

# 1

## Key Resume Sections

The following sections need to be included in your resume:

### 1. CONTACT DETAILS:

Include your city, province, and postal code as some ATS systems require that to read and sort your application. Include one phone number (with an activated voicemail), your email address, and LinkedIn URL (if you have one). Type these directly onto the top of the page. Do not use the in-built header function in Word.

### 2. PROFILE SUMMARY

# 2

This is a summary of your professional experience and skills – 3 to 4 sentences in length. You can also include some bulleted skills and attributes which can be helpful for matching keywords from the job ad and can be easily adapted for specific jobs. If you are early in your career or making a career change you can include a short objective.

### 3. RELEVANT EXPERIENCE:

# 3

So how do we define relevant experience? This is any work, co-op, internship, project and/or volunteer experiences you have had (paid or unpaid) that demonstrate your ability to perform your goal job. Early in your career, you may have limited paid work experience, and even if you have paid work experience, it may not be aligned with your goal. This is why you need to think more broadly about what you have to offer an employer based on a wide range of experiences you have had.

### 4. EDUCATION AND TRAINING:

# 4

List relevant education, training and awards if applicable– High School or post-secondary education. If completed outside of Canada, note the country, and if WES assessed (ECA), include this information. List the items starting with the most recent and working backward.



## Example: Contact Details

*Jane Doe*

*Scarborough, ON, M1L 2M5*

*Tel : (416) 222 3333 | janedoe@gmail.com | linkedin.com/in/janedoe/*



## Example: Profile Summary

### *PROFILE*

*Mechanically inclined High School Graduate with practical experience working in manufacturing environments during the summer months. A fast learner with an inquisitive mind and an aptitude for troubleshooting mechanical problems. A reliable and hardworking individual who thrives in a team environment. Currently seeking an apprenticeship to train as a Machinist.*

### *KEY SKILLS AND ATTRIBUTES*

*Problem Solving | Communication | Team Skills | Time Management  
| Attention to Detail | Strong Math Skills | Friendly | Positive | Active  
Learner | Hard-working*

## Example: Relevant Experience

So how do we define relevant experience? This is any work, co-op, internship, project and/or volunteer experiences you have had (paid or unpaid) that demonstrate your ability to perform your goal job. Early in your career, you may have limited paid work experience, and even if you have paid work experience, it may not be aligned with your goal. This is why you need to think more broadly about what you have to offer an employer based on a wide range of experiences you have had.

(List in reverse chronological order starting with the most recent)

*NAME OF CO-OP EMPLOYER Total Years*

*Your Job Title (include months)*

- *Begin listing your main responsibilities, duties, and achievements*
- *More achievements*

*AB Construction, Burlington ON*

*March 2017 – Present*

*GENERAL RENOVATION HELPER (PART-TIME)*

- *Assisted in flooring installation (laminated, hardwood, tile), measuring, and cutting for accurate results*
- *Worked on several painting jobs, interacting politely with customers, and ensuring a high-quality service*
- *Installed kitchen backsplashes working alongside tiler*
- *Performed drywall repairs ensuring a smooth and seamless finish*

## Additional Information: Relevant Experience

Below you will find more information on how to build achievements into your resume

### LISTING ACHIEVEMENTS

What you did	Description	Value Added
<b>Start with an action word in the past tense</b>	<b>Describe what you did</b>	<b>Tell them how well you did it</b>
1. Set up and adjusted	filling and packaging machines before each production run	in accordance with health and safety regulations and to ensure their smooth operation.
2. Applied labels	to finished goods	accurately, meeting labelling standards.
3. Installed	lighting fixtures, outlets, and switches	in accordance with electrical code.

## **Additional Information: Relevant Experience**

### **QUESTIONS TO HELP YOU IDENTIFY YOUR ACHIEVEMENTS**

- Did you have to work well with others to do your job or meet your deadlines?
- Did you comply with Health and Safety responsibilities in your jobs or volunteer positions?
- Did your previous jobs require you to communicate well with co-workers or customers?
- Did you ever come up with a way to reduce costs for your employer?
- Did you ever have a job where you were responsible for handling cash?
- Did you hold leadership positions at school or through your hobbies? Perhaps a sports team or school council?
- Did you help train someone you worked with?
- Did you make any suggestions that were implemented?
- Did you receive an award or accolade? If so, for what?
- Did you have any volunteer positions where you achieved a goal? Perhaps achieved a fundraising target or helped others in the community
- Did you help customers successfully? Did you receive great feedback?

### **USEFUL ACTION VERBS TO HELP YOU BUILD YOUR ACHIEVEMENT STATEMENTS**

Start your achievement statements with a strong action verb. Here are some to help you get started:

<https://ca.indeed.com/career-advice/resumes-cover-letters/resume-action-words>

# 4

## Example: Education and Training

### EDUCATION AND AWARDS

*Renovation Technician Diploma* 2018  
*George Brown College, Toronto, ON*

- *Courses Included: Residential renovations, ICI construction, Millwork, Drafting and Math*
- *Dean's List Award – All four semesters at George Brown College, 3.7 GPA*

*High School Diploma* 2016  
*St. Mary's Secondary School Burlington, ON*

- *2nd place – Halton Skilled Trades Competition – built workbench from drawings, 2016*

## Optional Resume Sections

The following sections are optional – include them if relevant to your goal job. You can combine sections together where it makes sense e.g. if you have less than 3 items in your Languages section you could combine it with Technical Skills or Technical Skills could be combined with Licences and same with Volunteer Activities and Interests etc.

### 1. TECHNICAL SKILLS / LANGUAGES:

List any you may have that are relevant to your goal job e.g. forklift, palletizer, power tools, MS Office, reading production schedules and blueprints, etc. If you speak languages other than English, consider including these as shown below.

#### TECHNICAL SKILLS

*Certified Forklift Truck, Scissor Lifts, Power Tools, Industrial Mixer, Backhoe, Welding, Plumbing, Blueprints*

### 2. VOLUNTEER ACTIVITIES AND INTERESTS:

List any outside interests or volunteer work.

#### VOLUNTEER ACTIVITIES / INTERESTS

*Volunteer Coordinator, Masks for Meals, Toronto, 2020  
Hockey, Basketball and Reading Science Fiction Books*

### 3. OTHER SECTIONS TO CONSIDER:

You can also add in Awards received at school or in the workplace. Workplace awards can be placed in the Relevant Experience section as part of an accomplishment or in a separate section. School awards could be combined with Education. Licences can be listed as a separate section if appropriate e.g. Forklift or Driving Licence. These sections would typically be placed after Education and Training and before Volunteer Activities/Interests..

#### LICENCES / AWARDS

*Full G Driver's Licence, 2020*

*Employee of the Month, July 2020, ABC Store – Awarded to 1 out of 200 staff monthly*

# Putting it All Together

Below you will find four sample resumes to show you various styles and layout:

## JOE JACKSON

Burlington, ON., L6J 2X7  
905-123-4567 ■ joejackson@email.com ■ linkedin.com/in/joejackson

### PROFILE

**Renovation Technician Graduate** with hands-on experience working within construction and renovation teams. Enthusiastic worker known for his ability to motivate team members for better results. Strong organization skills, successfully managing multiple part-time jobs while studying. Currently seeking an apprenticeship in the construction industry.

#### Key Skills and Attributes include:

Reading Technical Drawings ■ Teamwork ■ Problem Solving ■ Math & Calculations ■ Customer Service  
Professional ■ Positive ■ Reliable ■ Hard-working

### TECHNICAL SKILLS / LICENCES

Familiar with blueprints and construction drawings  
Framing, drywall/taping, finish carpentry, flooring, painting  
Tool and Equipment maintenance and usage; power tools and hand tools  
Forklift Licence (2017), Working At Heights Certificate (2017)

### EDUCATION & AWARDS

**Renovation Technician Diploma**, George Brown College, Toronto, ON, 2018  
Courses Included: Residential construction and renovations, ICI construction, Millwork, Drafting and Math  
Dean's List Award – All four semesters at George Brown College, 3.7 GPA

**High School Diploma**, St. Mary's Secondary School Burlington, ON, 2016  
2nd place - Halton Skilled Trades Competition – built workbench from drawings and specifications, 2016

### RELEVANT EXPERIENCE

**AB Construction, Burlington ON** **March 2017 – Present**  
**GENERAL RENOVATION HELPER (PART-TIME)**

- Assisted in flooring installation (lamine, hardwood, tile), measuring and cutting for accurate results
- Worked on several painting jobs, interacting politely with customers and ensuring a high-quality service
- Installed kitchen backsplashes working alongside tiler
- Performed drywall repairs ensuring a smooth and seamless finish

**George Brown College, Toronto, ON** **2018**  
**Construction Project**

- Completed a project on the design, lay-out and build of stairs. Carefully planned the project taking accurate measurements and using all tools in a safe manner. Project ranked in the top 10% of the class

**The Home Depot, Burlington, ON** **March 2017 – Present**  
**FLOORING SALES ASSOCIATE (PART-TIME)**

- Educates customers on flooring materials, and installation procedures to assist them with their projects
- Drives forklift to move stock to new locations, adhering to health and safety standards
- Gained basic knowledge of different departments such as millwork and plumbing

# JANE DOE

Mississauga, ON., L7M 2P2

416-222-3333 ▪ janedoe@gmail.com ▪ linkedin.com/in/janedoe

## PROFILE

**High school graduate and aspiring electrician** with hands-on electrical and construction experience gained through relevant work and volunteering with Habitat for Humanity. Self-motivated individual with a willingness to learn everything and anything. Enjoys working in a team-based, practical environment. Currently seeking an electrical apprenticeship to continue developing skills, knowledge and experience in the trade.

### Key Skills and Attributes include:

Problem Solving ▪ Communication ▪ Team Skills ▪ Time Management ▪ Attention to Detail ▪ Strong Math Skills  
Friendly ▪ Positive ▪ Active Learner ▪ Hard-working

## RELEVANT EXPERIENCE

### XYZ Construction Toronto, ON

September 2017 – March 2020

#### ELECTRICAL HELPER (CO-OP / FULL-TIME)

- Completed various wiring jobs, pulling wire/reading blueprints while paying close attention to detail
- Installed lighting fixtures, outlets, and switches in accordance with electrical code
- Helped with rough-ins and finishes of jobsites demonstrating flexibility and a strong work ethic
- Carried out site clean-up and material pick-up/drop-offs to meet customer expectations
- Assisted with troubleshooting of electrical problems leveraging strong problem-solving and math skills

### Habitat for Humanity Youth Build Program, GTA

Summer 2017

#### VOLUNTEER CONSTRUCTION LABOURER AND FUNDRAISER

- Assisted with the build of low-income homes learning about the construction process, teamwork, health and safety and how to use a wide range of tools
- Raised over \$3500 dollars to support the charity and those in need of safe, clean shelter

### ABC Renovations

July 2016 – September 2018

#### CONSTRUCTION LABOURER (AD HOC)

- Assisted renovations contractor; disassembled decks, cut lumber, and moved equipment and materials
- Listened to and followed instructions carefully to carry out duties in a safe and efficient manner

## EDUCATION & TRAINING

Ontario Secondary School Diploma (OSSD) and SHSM – Construction, ABC High School, Brampton, ON, 2018

Worker Health & Safety Awareness Certification, 2018

CPR-B and First Aid Certified, 2017

## TECHNICAL SKILLS

**Electrician tools:** multimeter, voltage tester and circuit finder

**Hand tools:** tape measurers, hammers, grinders, saws, sanders, chalk, wire cutters / strippers

**Power tools:** circular saw, table saw, miter saw, sander, grinder, and nail gun

## GEORGIA DEJAY

Hamilton, Ontario, L5L 1A4  
555-555-1234 ■ gdejay@email.com ■ LinkedIn URL

### PROFILE

A motivated, positive individual with a great willingness to learn and grow within the carpentry trade. Recognized by peers for reliability, punctuality, organization, communication, and collaboration skills. Possesses the right combination of technical knowledge, curiosity, and determination to excel in an entry level Carpenter position.

#### **Key Skills and Attributes:**

- ◆ Time Management
- ◆ Manual Dexterity
- ◆ Collaboration
- ◆ Adaptable
- ◆ Detail Oriented
- ◆ Problem Solving
- ◆ Self-Motivated
- ◆ Organized

### RELEVANT EXPERIENCE

#### **Neal Construction and Masonry**

**September 2019 – October 2019**

##### **GENERAL LABOURER**

- Moved over a 1000lbs of building material daily from transport vehicles to sites resulting in quicker access to materials and increased overall team productivity.
- Mixed, poured and spread concrete, asphalt and gravel with hand tools and portable electric and gas machines with a high attention to detail.
- Dug, compacted, and leveled dirt and gravel using picks, shovels, levels, and gas compactors.

#### **Total Renovations**

**June 2018 – August 2019**

##### **GENERAL LABOURER**

- Measured, cut, and installed wood framing, insulation, drywall, tiles, and concrete boards with accuracy.
- Organized and maintained a clean and safe workplace, preventing accidents and safety hazards.
- Mentored two new hires regarding site operations, day-to-day responsibilities, usage of hand and power tools, and overall workplace safety resulting in increased team morale and efficiency.
- Operated compressors, circular saws, table saws, impact drills and drivers, and jackhammers to demolish, build, and repair building structures. Followed all health and safety protocols to protect myself and colleagues from injury.

#### **Freshco**

**April 2017 – March 2018**

##### **PRODUCE CLERK**

- Maintained a clean and presentable sales floor by assembling product displays, stocking, and rotating items, disposing of expired items, and performing cleaning tasks.
- Received deliveries and maintained inventories at optimal levels to anticipate customer demands.
- Observed health and safety regulations to minimize accidents and ensure food safety.
- Operated balers following safety procedures aiding with overall productivity of daily tasks.

## Nawar Assad

Scarborough, ON, M1L 2M6

Tel : (416) 234 5678 ▪ [nawarassad@gmail.com](mailto:nawarassad@gmail.com) ▪ [linkedin.com/in/nawarassad/](https://www.linkedin.com/in/nawarassad/)

### PROFILE

A highly reliable individual who easily adapts to new situations and environments. Possesses a strong track record for complying with safety requirements. Collaborative team player who works quickly and accurately. Currently seeking an entry level machinist / millwright co-op position.

#### Top skills and attributes include:

- Punctual, responsible, and hard-working
- Practical learner who enjoys taking on new challenges
- Providing great customer service
- Excellent problem-solving abilities

### WORK EXPERIENCE

#### Dollar Tree

June 2019 – August 2020

##### Cashier / Merchandiser

- Assisted and greeted customers professionally and answered questions.
- Unloaded boxes promptly from the delivery truck and stocked the shelves.
- Handled cash, credit, and debit transactions with accuracy and professionalism.
- Collaborated with colleagues to clean and organize the store after closing.

#### Shoppers Drug Mart

January 2020 – August 2020

##### Co-op Student

- Checked expiry dates on products, boxing and labeling products that were expired.
- Followed manager instructions and implemented price changes on products with accuracy.
- Stocked shelves professionally following health and safety guidelines.
- Responded to customer inquiries promptly and sought clarity from manager as required.

### TECHNICAL SKILLS

Schematics and drawings | Hand and power tools including lathes, milling machines, drill presses and grinders

### EDUCATION & TRAINING

Millwright Pre-Apprenticeship Program, Sheridan College, Expected Completion - June 2021

Sir Guy Carleton Secondary School – Ottawa, Ontario, Graduated with Certificate of Achievement, 2020

WHSC (Psychosocial Hazards and Workplace Mental Health) Certificate, 2021

First Aid and CPR Certified, 2021

WHMIS Certificate, 2020

Working at Heights, 2020

4-Steps Health & Safety Awareness Certificate, 2020

### VOLUNTEER & COMMUNITY INVOLVEMENT

#### Air Cadets, September 2019 – March 2020

Participated in training on developing teamwork, leadership, and citizenship skills. Partnered with local community organizations to provide support for fundraising events. Raised over \$5,000.

A large, light teal number '1' is positioned vertically on the left side of the page, serving as a section marker.A large, light teal number '2' is positioned vertically on the left side of the page, serving as a section marker.

## **Formatting Tips and Other Guidelines**

### **1. LENGTH**

- 1-2 pages is the expectation in Canada depending on your years of experience

### **2. APPLYING ONLINE (E.G. JOB BOARD OR WEBSITE)**

- Typically resumes go into a database or resume scanning technology like an ATS (Applicant Tracking System)
- Keywords are important; minimize bolding, special bullets, characters and graphics; stick to black font and make sure there are no tables or grids (even if hidden)
- Keep important details (i.e. contact information) out of the header/footer – include your postal code in your contact information
- Follow formatting and application instructions in the job ad precisely! (save a copy of the job ad as they will disappear on expiry – you will want to have a copy of the job details for the interview)
- Unless the job ad specifies two separate documents, create one document that includes your cover letter as page one and your resume on the following page(s)

## Formatting Tips and Other Guidelines Continued

### 3. APPLYING VIA EMAIL

- Follow the instructions in the job ad
- Include a short introduction email OR paste your cover letter into the body of the email

### 4. OTHER

- Save your document with your name and the company name for ease of reference e.g. janedoeresumeABCcompany.doc
- Save as MS Word in the absence of other instructions (some ATS systems cannot read PDF)
- Be honest, employers will conduct background and reference checks so be authentic
- Tailor your resume for every application – include relevant keywords from the job ad for maximum success
- Proofread for spelling and grammatical errors – use spellchecker and Grammarly
- Use common fonts such as Arial, Calibri and Helvetica
- Avoid creative, infographic resumes as they may not be compatible with ATS systems
- Have a professional email address and phone number with professional voicemail message

# Cover Letter – Format and Structure

*NAME*

*City, Province, Postal Code*

*Phone | Email address | LinkedIn URL*

*(copy and paste your contact details from your resume)*

*Name of HR Manager or Hiring Manager*

*Title*

*Company*

*Address*

*Date*

*Dear Mr. X or Ms. Y (Backup is Dear Hiring Manager / HR Manager),  
Re: Job Title and Ref # (from the job ad)*

*Paragraph 1 – The Hook: 1-2 sentences (make a connection to the employer e.g., past customer, volunteer, shared values, referral name, knowledge of industry trends / how you can assist, etc.)*

*Paragraph 2 – Summary of Relevant Education / Experience: 2-3 short sentences followed by 3-5 bulleted highlights*

☒ *Add bullet showcasing accomplishments and skills that are most relevant to the job*

☒ *Add bullet showcasing accomplishments and skills that are most relevant to the job*

☒ *Add bullet showcasing accomplishments and skills that are most relevant to the job*

*Paragraph 3 – Professional closing statement*

*Include the fact that your resume is attached, you look forward to discussing your fit with their needs, etc. Thank them for their time and consideration*

*Sincerely, (or Respectfully)*

*Signature (in script font)*

*Name (typed)*

## Putting it All Together

Below you will find a sample cover letter to show you various styles and layout:

### Jane Doe

Scarborough, ON, M1L 2M5

Tel : (416) 222 3333 ▪ janedoe@gmail.com ▪ linkedin.com/in/janedoe/

Mr. J. Bashir  
XYZ Cosmetics Inc.  
25 Right Street  
Toronto, ON

31st August 20XX

Dear Mr. Bashir,

#### **Re: Trainee Machinist Positions – Ref # 12345**

Mr. Brian Williams who works in your production facility recommended that I contact you regarding Trainee Machinist positions in your organization. Mr. Williams spoke very highly of your positive culture at XYZ and I would love the opportunity to contribute to your team.

I have 2 years of experience working in manufacturing environments, as a machinist assistant during a co-op placement at ABC Cosmetics, and as a packager during the summer months. This experience is supported by completion of the General Machinist Pre-Apprenticeship Training Program at Sheridan College. My key strengths include:

- Strong attention to detail and an ability to interpret drawings and schematics
- Familiarity with Health and Safety requirements relating to production environments and the operation of machines
- A strong work ethic resulting in an award for best attendance record at ABC and employee of the month in 2020

Attached is a copy of my resume with more details on my fit for this position. I would welcome the opportunity to speak with you and thank you for your time and consideration.

Sincerely,

*Jane Doe*

Jane Doe

## Application Forms

In many cases, you will be asked to complete an application form either on paper or online. It is important that you respond to every question, fill in every circle and box. Never respond to a question with words “see attached”. Nothing turns an interviewer off more than an incomplete application form. Finally, staple and attach your resume to the application form if it’s a paper-based application.

### TIPS

- Read the entire form first
- Use a pen, not a pencil, to complete the form
- Print clearly, block letters
- Answer every question that applies to you (if a question does not apply, you may write “N/A” meaning not applicable, or draw a line through the space to show that you did not overlook the question)
- Spell correctly and be neat!
- Be prepared to provide salary history (Some firms may request hourly, weekly, monthly, etc.)
- Be honest, accurate, and neat. It is a legal document once signed
- Provide additional information about your skills if extra space is provided for that reason
- Be prepared to list several good references (with their permission)

## Online Application Forms

When applying for jobs on online job boards, even if you are sending your resume and cover letter, they will require you to fill in an online job application, similar to the example above. Answer all of the questions on the application, even those that say “optional”. A score is allocated to all sections and you want to make sure you are achieving the highest possible score to maximize your chance of getting an interview. You can copy and paste sections from your resume into the online application form to make it an easier task.

# Example Application Form – Paper Based



Metro Ontario Inc. 2016 CN 98331

## Employment Application

Please **PRINT** clearly in ink and answer all questions completely.

Metro is committed to accommodating applicants and employees with disabilities. Should you require accommodation or this job application to be available in an accessible format, please advise.

Position Applied for:		
Type of Employment: Full Time <input type="checkbox"/> Part Time <input type="checkbox"/>	Store <input type="checkbox"/>	Pharmacy <input type="checkbox"/> Distribution Center <input type="checkbox"/>

### PERSONAL INFORMATION

Last Name		First Name	
Address		City	Postal Code
Province	Email Address	Home Telephone # ( )	Mobile/Alternate Telephone # ( )
Have you ever worked for our Company before? (Metro, Food Basics) Yes <input type="checkbox"/> No <input type="checkbox"/>			
If yes, please complete the following: Position: _____ From: _____ To: _____ Location: _____			
Are you under the age of 18? Yes <input type="checkbox"/> No <input type="checkbox"/>		Have you ever been convicted of a criminal offence for which a pardon has not been granted? Yes <input type="checkbox"/> No <input type="checkbox"/>	
If yes, please state your age _____		If lifting is a bona fide occupational requirement, are you capable of heavy repetitive lifting? Yes <input type="checkbox"/> No <input type="checkbox"/>	
Are you legally entitled to work in Canada? Yes <input type="checkbox"/> No <input type="checkbox"/>			

### HOURS OF AVAILABILITY

Please specify your availability for **each day** by indicating your **earliest start time** and your **latest end time** (i.e. 7am-11pm). You may be required to work during different days or hours than you have specified below. Scheduled hours vary each week.

Hours	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Earliest Start Time							
Latest End Time							

Are you available to work overnight shifts? Yes ☐ No ☐

### STORE AND PHARMACY POSITIONS ONLY

At Metro and Food Basics we pride ourselves on delivering the best shopping experience to our customers. Describe what you would do to ensure that our customers receive great customer service.

## Example Application Form – Paper Based Continued

EMPLOYMENT: Please list in order your three most recent jobs.			
Employer Name		Location	Telephone # ( )
Period of Employment: Start Date:      End Date:		Supervisor Name	
Describe Duties/Responsibilities			
Reason for Leaving		May we contact? Yes <input type="checkbox"/> No <input type="checkbox"/>	
Employer Name		Location	Telephone # ( )
Period of Employment: Start Date:      End Date:		Supervisor Name	
Describe Duties/Responsibilities			
Reason for Leaving		May we contact? Yes <input type="checkbox"/> No <input type="checkbox"/>	
Employer Name		Location	Telephone # ( )
Period of Employment: Start Date:      End Date:		Supervisor Name	
Describe Duties/Responsibilities			
Reason for Leaving		May we contact? Yes <input type="checkbox"/> No <input type="checkbox"/>	
EDUCATION			
Program	Status	Certificate, Diploma, Degree Obtained	
High School	<input type="checkbox"/> in progress <input type="checkbox"/> completed <input type="checkbox"/> not completed		
Trade / Technical	<input type="checkbox"/> in progress <input type="checkbox"/> completed <input type="checkbox"/> not completed		
College	<input type="checkbox"/> in progress <input type="checkbox"/> completed <input type="checkbox"/> not completed		
University	<input type="checkbox"/> in progress <input type="checkbox"/> completed <input type="checkbox"/> not completed		
Please list any other courses, workshops, seminars or training completed (may include volunteer work).			
ADDITIONAL REFERENCES			
If you have not provided work references, please list two references that we may contact. Do not include relatives.			
Name	Occupation	Relationship	Telephone
1.			( )
2.			( )
<p>I confirm the information I have provided on this form is true and complete. I understand that if it is not, I will be dismissed or not offered employment. I authorize Metro Ontario Inc. to verify the information and to conduct a criminal record check where required.</p> <p>APPLICANT SIGNATURE _____ DATE _____</p>			
TO BE COMPLETED BY INTERVIEWER			
HIRED AS: FT   PT		START DATE: _____	
DEPARTMENT: _____		LOCATION/STORE #: _____	
		RATE OF PAY: \$ _____	
INTERVIEWER NAME (Print)	POSITION	SIGNATURE	DATE



## About ApprenticeSearch.com

ApprenticeSearch.com, powered by HIEC, has successfully connected apprentices and employers in Ontario for the past 20 years, using both technology and a people-centered approach that helps job seekers find employment and employers grow their workforce. The service supports over 20,000 Apprentice applicants who are looking for work in the skilled trades, and upwards of 5,000 employers who are looking to recruit new talent.



## About eLift Careers

eLift Careers utilizes their in-depth job search expertise to support job market success. By focusing on developing job search skills that work, the organization maximizes job seeker success in today's job market in order to build fulfilling careers and successful futures. Their solutions ensure that job seekers will walk away engaged and ready to perform at their best!