

## APPLICANT INFORMATION

Legal Name: \_\_\_\_\_  
Last First Middle Initial

Home Address: \_\_\_\_\_  
Street Name Apartment/Unit #

\_\_\_\_\_ City \_\_\_\_\_ Province \_\_\_\_\_ Postal Code

Cell Ph #: \_\_\_\_\_ Email: \_\_\_\_\_

Alternate Ph #: \_\_\_\_\_ SIN#: \_\_\_\_\_ Date of Birth: \_\_\_\_\_  
Mandatory MM/DD/YYYY

Emergency Contact Ph #: \_\_\_\_\_ Emergency Contact Name: \_\_\_\_\_

Gender:  Male  Female Do you have a different preferred name?: \_\_\_\_\_

How did you hear about EMBERS? \_\_\_\_\_

*Are you on Facebook? If so, let us know and add us as a friend: **EMBERS VANCOUVER** or **EMBERS SURREY***

## VALID CERTIFICATE INFORMATION

Are you experienced and have a valid certificate in any of the following? **(MUST HAVE A VALID CERTIFICATE)**

Traffic Control Person (TCP)	Yes <input type="checkbox"/> No <input type="checkbox"/>	Expiry Date: _____
Hoist Operator	Yes <input type="checkbox"/> No <input type="checkbox"/>	Expiry Date: _____
Construction Safety Officer (CSO)	Yes <input type="checkbox"/> No <input type="checkbox"/>	Expiry Date: _____
First Aid 1, 2 or 3 (OFA) <small>(specify): _____</small>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Expiry Date: _____
Forklift Operator <small>(specify): _____</small>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Expiry Date: _____
Aerial Lift or Telehandler <small>(specify): _____</small>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Expiry Date: _____
Heavy Equipment Operator <small>(specify): _____</small>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Expiry Date: _____
Fall Protection	Yes <input type="checkbox"/> No <input type="checkbox"/>	Expiry Date: _____

*Please fill in all other experience and skills on the reverse side*

## GENERAL INFORMATION

Are you currently on disability?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Do you have your own steel toe boots?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Do you have an aboriginal status?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Do you have your own hard hat?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Do you have a driver's license?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Do you have your own safety vest?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Do you have your own vehicle?	Yes <input type="checkbox"/> No <input type="checkbox"/>		

## CRIMINAL BACKGROUND AND MEDICAL INFORMATION

Do you have a criminal record for which you have not received a pardon? Yes  No

Are you currently on probation or parole? (specific restrictions): \_\_\_\_\_ Yes  No

Are you currently taking any medications? Yes  No

Are there any medical issues that can affect your ability to work? Yes  No

*(If yes, please be specific): \_\_\_\_\_*

## PREVIOUS TRADE SKILLS AND EXPERIENCE

GENERAL LABOUR	
Skill	Years' Experience
Basic General Labour	
Demolition	
Digging	
Event Setup	
Event Clean Up	
Garbage Removal	
Janitorial/BSW	
Landscaping	
Material Handler	
Mover	
Rebar Labour	
Restoration	
Roadwork	
Security	
Site Clean Up	
Sweeping/Vacuuming	
Other	

CARPENTRY	
Skill	Years' Experience
General	
Framing	
Deficiency	
Finishing	
Forming	

DRYWALL	
Skill	Years' Experience
General	
Boarding	
Taping	
Mudding	
Plastering	
Finishing	

SKILLED LABOUR	
Skill	Years' Experience
Carpenter's Helper	
Compacting	
Caulking	
Concrete (Finishing)	
Concrete (Forming)	
Concrete (Pouring)	
Door Installation	
Driver	
Electrical	
Hazmat	
Heavy Equipment	
HVAC	
Ironworker	
Irrigation	
Jackhammering	
Masonry	
Painting	
Pipe Fitting	
Plumbing	
Pressure Washing	
Rebar	
Rigging	
Roofing	
Scaffolding	
Sheet Metal	
Site Supervisor	
Steel Worker	
Stripping Forms	
Technician	
Tile Setter	
Water Pumps	
Welding	
Window Installation	
Other	

WAREHOUSE	
Skill	Years' Experience
Forklift Operator	
Inventory	
Order Picking	
Shipping/Receiving	
Stocker	
Swamper	
Other	

MANUFACTURING	
Skill	Years' Experience
Assembly Line	
Food Production	
Machinery	
Transportation	
Other	

CUSTOMER SERVICE	
Skill	Years' Experience
Administrative	
Computers	
Marketing	
Receptionist	
Sales	
Other	

HOSPITALITY	
Skill	Years' Experience
Casino	
Cook	
Food Prep	
Front Desk	
Hotel Management	
Serving/Bartending	
Other	

## CERTIFICATES AND LICENSES (SEE THE FRONT PAGE FOR OTHERS)

CERTIFICATIONS	
Certificate	Expiry
BSW	
Crane Operator	
CSTS	
Serving It Right	
Welder	
WHMIS	

OTHER CERTIFICATIONS (NOT LISTED)	
Certificate	Expiry

DRIVER'S LICENSE	
License Class	Expiry
Class 5 ( <i>standard</i> )	
Class 1	
Class 2	
Class 3	
Class 4	
Other	

## CODE OF CONDUCT

**ATTENDANCE:** Staff is expected to be on time for job placements. If you will be late or unable to attend your shift, you must contact EMBERS and your work supervisor with as much notice as possible. Please do not leave a jobsite during a shift without prior approval from EMBERS and/or the site supervisor. Failure to contact EMBERS with a good reason and notice, will result in an immediate re-evaluation of your employment with EMBERS.

**REPEAT JOBS:** If you're asked back to a job site by the supervisor, you need to contact EMBERS after your shift, or first thing the next day, to let us know if you are able to attend. If you can't phone us, please come into the office. It is your responsibility to contact the EMBERS office with any change in your availability, when assigned to a job.

**TIMESHEETS:** It is the responsibility of each employee to provide a completed and signed (by the client) timesheet to EMBERS by 6pm on Tuesday, for work completed the previous week. EMBERS will not be able to pay any workers out, if we do not receive the worker's completed and signed timesheets. Please make sure the submitted timesheets are readable and contain the correct information on them. Our work week is from Sunday to Saturday and payday is on Friday.

**PROFESSIONAL BEHAVIOUR:** EMBERS employees are expected to be professional at all times. Employees must be courteous with the office staff, their co-workers, site supervisors, and must act appropriately on all job sites. At no time while on a job site, should you ask a co-worker or site supervisor to lend you money. We are a clean and sober environment.

**EQUIPMENT LOAN:** All equipment or tools borrowed must be returned after your job assignment is completed, or by the end of the week. If not returned, the cost to replace the equipment will be deducted from your next pay cheque.

**HIRING OF EMBERS EMPLOYEES:** For an EMBERS employee to become eligible to be hired by a client, they must first work for 480 hours (3 months) with that client. After this, the client is free to hire the employee directly. EMBERS must be informed of any hiring that takes place or of any offers of employment given.

## WORKPLACE VIOLENCE AND HARASSMENT POLICY

EMBERS has developed policies and procedures to address the requirements of the legislation regarding workplace violence and harassment and has posted our policy in our office.

Here is what we want you to know:

- Workplace violence includes a threat, an attempt, or an exercise of physical force by a person against a worker, in a workplace, that causes or could cause physical injury.
- Workplace harassment involves any inappropriate comment or physical action directed at an individual worker or group of workers that is thought to be known as unwelcome.
- Workplace harassment may include bullying, intimidating or offensive jokes or innuendos, displaying or circulating offensive pictures or materials, or offensive or intimidating phone calls.
- If you feel unsafe at your job placement or feel you may be a victim of workplace violence or harassment, notify your job site supervisor and EMBERS immediately.
- If you are a victim of workplace violence you need to get yourself to a safe location and report this to your job site supervisor and EMBERS immediately.
- You can report incidents of violence or harassment directly to your job site supervisor, EMBERS staff or management.
- You are not to engage in any workplace violence or harassment.
- If you feel threatened while at work you need to report it to both your job site supervisor and EMBERS immediately.

I acknowledge I have read, understand and will abide by the above.

Employee Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_