



**350 Bertie Street, Suite 10  
Fort Erie, Ontario, Canada L2A6V2**

**Application for Employment**

Northstar Location Services, Inc. is an equal opportunity employer. Northstar considers applicants for all positions without regard to race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, age, marital status, family status or disability or any other legally protected status pursuant to the Ontario Human Rights Code.

Position(s): 1. Applying For: 2.	Application Date:	Salary Desired:	Full Time? <input type="checkbox"/> YES <input type="checkbox"/> NO Part Time? <input type="checkbox"/> YES <input type="checkbox"/> NO
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How did you learn of this position?  Ad  Web  Sign  Employee Referral: (Name) \_\_\_\_\_  Other

**Personal Information – Please Print**

Name: \_\_\_\_\_  
(Last) (First) (Middle)

Address: \_\_\_\_\_  
(Number/Street) (Province) (Country) (Postal Code)

Telephone: (\_\_\_\_) \_\_\_\_\_ Email: \_\_\_\_\_ Social Insurance #: \_\_\_\_\_

Have you ever applied or worked for Northstar before? <input type="checkbox"/> YES <input type="checkbox"/> NO If YES, provide dates:	Which location are you applying for?	Do you have any collection experience? <input type="checkbox"/> YES <input type="checkbox"/> NO If YES, how long?
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Do you possess an Ontario Collector License issued by the Ontario Ministry of Consumer Services?  YES  NO  
If YES, please provide License Number: \_\_\_\_\_

Are you 18 years of age or older? <input type="checkbox"/> YES <input type="checkbox"/> NO If NO, do you have working papers? <input type="checkbox"/> YES <input type="checkbox"/> NO	If hired, can you furnish proof of authorization to work in Canada? <input type="checkbox"/> YES <input type="checkbox"/> NO	Are there any days or times that you are unable to work?
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If you answer "YES" to the following question, please provide details under the REMARKS section below. Providing an answer to the question below does not automatically disqualify you from employment. However, your failure to answer this question or to provide details will significantly delay determination concerning your qualifications and may disqualify you from consideration for employment opportunities.

Have you ever been convicted of any criminal activity where you have not been pardoned?  YES  NO

REMARKS:

## Employment History

Please list all current employers and past employment information. If you need additional space, please continue on a separate sheet of paper. Explain any gaps in employment in "Comments" section below.

Employer	Dates Employed		Summarize the Type of Work Performed and Job Responsibilities
	From	To	
Address			
Telephone			
Job Title	Hourly Rate/Salary		
Supervisor	Starting	Final	
Reason for Leaving			

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Telephone			
Job Title	Hourly Rate/Salary		
Supervisor	Starting	Final	
Reason for Leaving			

## Military Service

Did you serve in the Canadian Forces?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Dates of service: From: _____ To: _____
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## Comments

Include explanation of any gaps in employment.

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## Education

	Name & Address of School	Number of Years Completed	Degree/Diploma	Course of Study
High School/GED				

## Specialized Skills

<input type="checkbox"/> Fax	<input type="checkbox"/> Microsoft Word	Other(list below):
<input type="checkbox"/> Calculator	<input type="checkbox"/> WordPerfect	_____
<input type="checkbox"/> Typewriter	<input type="checkbox"/> Microsoft Excel	_____
<input type="checkbox"/> Copy Machine	<input type="checkbox"/> Microsoft Office	_____
<input type="checkbox"/> PC	<input type="checkbox"/> Internet	_____

## Additional Skills and Qualifications

Other than English, what language(s) do you speak fluently? \_\_\_\_\_

Summarize any special training, skills, licenses and/or certifications that may qualify you as being able to perform job-related functions in the position for which you are applying.

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## References

List the name and telephone number of three (3) business/work references who are *not* related to you and not previous supervisors. If business/work references are not applicable, list three school or personal references who are *not* related to you.

1. \_\_\_\_\_  
(Name) (Telephone #)

2. \_\_\_\_\_  
(Name) (Telephone #)

3. \_\_\_\_\_  
(Name) (Telephone #)

## **Applicant Statement**

I certify that all information I have provided in order to apply for and secure work with Northstar Location Services, Inc. is true, complete and correct.

I expressly authorize, without reservation, Northstar Location Services, Inc., its representatives, employees or agents to contact and obtain information from all references (personal and professional), employers, public agencies, licensing authorities and educational institutions and to verify the accuracy of all information provided by me in this application. I hereby waive any and all rights and claims I may have regarding the employer, its agents, employees or representatives, for seeking, gathering and using such information in the employment process and all other persons, corporations or organizations for furnishing such information about me.

I understand that Northstar Location Services, Inc. does not unlawfully discriminate in employment and no question on this application is used for the purpose of limiting or excusing any applicant from consideration for employment on a basis prohibited by applicable local, provincial or federal law.

I understand this application remains current for a period of time not to exceed 45 days. At the conclusion of that time, if I have not heard from Northstar Location Services, Inc. and still wish to be considered for employment, it will be necessary to reapply and complete a new application.

I understand that if I am hired, I will be required to provide a valid Social Insurance Number, and may be asked to provide proof of identity.

I also understand that any information provided by me that is found to be false, incomplete or misrepresented in any respect will be sufficient cause to cancel further consideration of this application or immediately discharge me from employment with Northstar Location Services, Inc. whenever it is discovered.

I certify that I have read, fully understand and accept all terms of the foregoing Applicant Statement.

**Print Full Name:** \_\_\_\_\_

**Date:** \_\_\_\_ / \_\_\_\_ / \_\_\_\_

If you are unable to submit the application via the button above, please email the completed application to: [adpnotification@northstarlocation.com](mailto:adpnotification@northstarlocation.com)