

Approved By



CACEE Application for Employment

- Full-time
- Summer
- Co-op
- Internship
-

Name of Organization

Position(s) Sought

Name of Educational Institution

General Information

Surname

Given Name(s)

Address until
City

No. Street
City Province/State Postal Code

Tel.
E-mail

Permanent Address (if different from above)
City

No. Street
City Province/State Postal Code

Tel.
E-mail

Are you legally eligible to accept employment in Canada?
Yes No

Would you accept employment anywhere in Canada?
Yes No

When are you available to start work?

Preferred Location(s)
1.
2.
3.

Education

Post Secondary or other institutions attended. Begin with most recent.	Faculty, Department, Division, or School	Discipline or Programme (Major)	Degree/Diploma/Certificate	Date obtained or expected

G.P.A. for your most recently completed academic year on a scale of (Percentage or letter equivalent:).
G.P.A. for all courses completed to date (cumulative average) on a scale of (Percentage or letter equivalent:).

Highlight skills relevant to the position(s) sought.

Educational Experiences and Accomplishments

Describe your relevant courses, project work, theses, publications, and presentations. Include awards and scholarships.

Extracurricular Activities

Describe your extracurricular activities including class or campus offices held, volunteer experience, memberships in clubs or organizations, leadership roles, sports activities, hobbies, etc. (You are not required to mention the names of organizations that indicate race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, age, marital status, family status, political beliefs or disabilities).

Work Experience

Describe all work experience (paid and unpaid) starting with most recent.

Position City Duties:	Name of Organization Province/State Dates	<input type="checkbox"/> Summer <input type="checkbox"/> Part-time (# of hours/wk) <input type="checkbox"/> Co-op <input type="checkbox"/> Internship <input type="checkbox"/> Volunteer <input type="checkbox"/> Full-time <input type="checkbox"/> Other: (specify)
Position City Duties:	Name of Organization Province/State Dates	<input type="checkbox"/> Summer <input type="checkbox"/> Part-time (# of hours/wk) <input type="checkbox"/> Co-op <input type="checkbox"/> Internship <input type="checkbox"/> Volunteer <input type="checkbox"/> Full-time <input type="checkbox"/> Other: (specify)
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Summary

Demonstrate your suitability for position(s) sought, by outlining your career objectives and elaborating on the factual material already presented. Show how your experience (educational, extracurricular and work) is relevant to the position(s), organization, and/or field of work for which you are applying.

I understand that any omission or misrepresentation with respect to this information may be cause for denial or immediate termination of employment.

Date

Signature