



**Contact Information:**

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Serving Ontario Since 1928

An equal opportunity employer

**Employment Application**

Thank you for your interest in employment with Cornell Construction Ltd. All applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, age, disability, veteran status, military status or obligations, genetic information and any other characteristic protected by law.

**INSTRUCTIONS AND INFORMATION**

To be considered for employment with Cornell Construction Ltd., you must complete this application in full, with complete and correct information. Failure to do so may result in disqualification from consideration for hire and/or termination of employment if you are hired. All application materials become the property of Cornell Construction Ltd., and will not be returned.

**Personal Information** Please type or print legibly. Please complete all areas below.

Legal Name:	Email:
Address (Street and City):	
(Province, Postal Code):	
Home Phone: (    )	Cell Phone: (    )
Position applying for:	
If hired, when can you start work? <input type="checkbox"/> Full Time <input type="checkbox"/> Full Time Seasonal      Hourly Rate Desired:	
Have you previously applied for a position with Cornell Construction Ltd? <input type="checkbox"/> Yes <input type="checkbox"/> No	
If yes, when (month, year)?	
Are you related to anyone currently employed by Cornell Construction Ltd? <input type="checkbox"/> Yes <input type="checkbox"/> No	
List name(s) and relationship:	
How did you find out about this job opening? <input type="checkbox"/> Current Employee <input type="checkbox"/> Newspaper Ad <input type="checkbox"/> On-Line <input type="checkbox"/> Employment Office	
Other (please specify):	
Are you legally authorized to work in Canada? <input type="checkbox"/> Yes <input type="checkbox"/> No	

**References:** List three persons who may be contacted as professional references. Do not list family members.

Name (First and Last)	Street Address	City	Province	Telephone Number(s)	Email Address

**Criminal Convictions** - Have you been convicted of, or plead guilty or no contest to, a crime within the past 7 years?       Yes       No

If yes, please briefly list and describe the nature of all crime(s), including misdemeanors, of which you have been convicted or to which you have pled guilty or no contest within the last 7 years, with the exception of minor traffic violations (e.g. expired parking meter, speeding tickets, etc.). Include date and place of conviction and the legal disposition of the case. Note: This company will not deny employment to any applicant solely because the individual has been convicted of a crime. The company may consider the nature, date, and circumstances of the offense as well as whether the offense is relevant to the duties of the position applied for.

**Acknowledgement**

I certify that the above statements are true and complete. I understand that any false information or omissions in this application or its supporting documents, or in an interview, will be sufficient grounds for refusal to hire me or, if I am hired, immediate termination without notice. I understand that completion of this application in no way constitutes an offer of employment. I understand that this application form will be active for 6 months from the date it is completed and submitted to the company for consideration. I realize that if I wish to be considered for employment with Cornell Construction Ltd. after that time, I will be required to complete and submit a new application form.

I authorize Cornell Construction Ltd. to obtain information about me from my previous employers and credit sources and to review my education, previous employment, driving records, criminal records, references, and other background data. I authorize investigation of all statements contained herein and the references listed above to give you any and all information concerning my previous employment and any pertinent information they may have, and release all parties from all liability for any damage that may result from furnishing same to you. I also agree to voluntarily submit to a pre-employment drug screen. I acknowledge that Cornell Construction Ltd. is an at-will employer and that, if hired, my employment is "at-will", for no definite period and may, regardless of the date of payment of my wages and/or salary, be terminated at any time with or without prior notice, with or without cause.

Applicant's Printed Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_