Name	
------	--

Date:

Position: _____

Job Posting #: ______ (if applicable)





Application for Employment

(For non-Academic positions)

Department of Human Resources Windsor, Ontario N9B 3P4 519-253-3000

CONFIDENTIAL

We appreciate your interest in working at the University of Windsor. Please complete this application and enclose an up-to-date resume. If you are applying for a position that is covered by one of our union collective agreements, you should be aware that we must allow our qualified unionized staff the first opportunity for transfer or promotion to such a position. If we are unable to select a qualified University employee, your application will then be considered for the position for which you have applied.

It is the University's philosophy that every person is free and equal in dignity and rights regardless of race, creed, age, colour, sex, marital status, ancestry, place of origin, ethnic origin, citizenship, record of offenses, family status, sexual orientation or disability.

THIS APPLICATION WILL BE KEPT ON FILE FOR SIX MONTHS.

(It can be renewed toward the end of that period)

THE UNIVERSITY OF WINDSOR IS COMMITTED TO EMPLOYMENT EQUITY AND WELCOMES APPLICATIONS FROM ABORIGINAL PEOPLES, PERSONS WITH DISABILITIES, WOMEN, AND VISIBLE MINORITIES.

PERSONALIN	IFORMATION			
Last Name	Given Name	Initial		
Mailing Address (Include Postal	l Code)	Telepho	ne: Work: Home:	
APPLICATION		Email:		
Position applied for OR work pr	referred			
Position applied for OR work preferred Are you seeking Regular Regular Regular Would you be willing to work as a casual employee? Full-time Part-time Yes No Employment Employment				
Please indicate hours/days avai	ilable if part-time or casual			
Minimum salary expected		Date available		
EDUCATION	AND TRAININ	IG		
	Name & Address	Length of Course	Field of Study	Grade/Diploma/ Degree Completed
High School/GED				
Commercial or Technical Training				
Undergraduate College/University				
Other Continuing Education				
	nberships/Licenses if applicable: ude volunteer or unpaid experience relat	ted to this position.		
SPECIALIZED	SKILLS			
A. SECRETARIAL/CLERICAL				
Word Processing	Spreadsheets C	Databases Medic Termi	al Keybo nology	arding wpm
Dictaphone	Data Entry	Graphics Scient Termi	ific Other	specify
Shorthand Speed				
Please specify computer package	ges you are familiar with below, and	a rate your proficiency as follow	NS:	
1) course only/no experience 2) some working knowledge 3) proficient 4) expert ex: WP 8(3)				
B TECHNICAL SKILLS				

C TRADES/MAINTENANCE SKILLS				
EMPLOYMENT	RECORD	List most recent employn	nent first	
Start Date	Employer	Address	Position Held	
End Date	Reason for Leaving	Supervisor's Name & Title	Annual Salary	
Start Date	Employer	Address	Position Held	
End Date	Reason for Leaving	Supervisor's Name & Title	Annual Salary	
Start Date	Employer	Address	Position Held	
End Date	Reason for Leaving	Supervisor's Name & Title	Annual Salary	
GENERAL				
If you have or are currently work	ing for the University of Wir	dsor please indicate; Dates, Position, I	Department, Supervisor	
		TB MONITORING		
Have you recently been outside of Canada for 12 months or more? Yes No				
IN ACCORDANCE WITH ONTARIO HUMAN RIGHTS CODE				
Have you ever been convicted of	Are you at least 18 years of age? Yes No Are you legally entitled to work in Canada? Yes No Have you ever been convicted of a criminal offence for which a pardon has not been granted? Yes No If yes, please explain:			

REFERENCES

List three persons, other than relatives or personal friends, to whom you have reported and have direct knowledge of your work experience and/or education.

	Name	Company	Position	Telephone
1.				
2.				
3.				
May	we contact your present employer for a reference?	Yes No	o Previous Emplo	yers Yes No
lf no	please state reasons:			
RELE	ASE/DECLARATION			
acco	norize anyone (unless otherwise specified) to provide t dance with this employment application. I hereby wa ersity of Windsor.			
	ify that all the above statements made by me are true cation, such falsification will constitute full and sufficie			
Date		Signature:		
and ı	k you for taking the time to complete this application a equire technical aids or alternative arrangements for t n we can be of assistance, if you are contacted.			

External Applicant Self-Identification Form

TO THE APPLICANT:

The University of Windsor is a welcoming community committed to equity and diversity in our teaching, learning, and work environments. In pursuit of the University's Employment Equity Plan, members from designated groups are encouraged to complete the External Applicant Self-Identification form.

Completing the External Applicant Self-Identification form is voluntary. Should you not wish to self-identify, please check mark here and submit the form.

I do not wish to complete this questionnaire to self-identify at this time.

The External Applicant Self-Identification form invites you to voluntarily indicate whether you are a member of a designated group. The terminology used for the designated groups are per the Employment Equity Act.

The four federally designated groups identified by the Federal Contractors Program are:

- Aboriginal peoples
- Persons with disabilities
- Visible Minorities
- Women

The University of Windsor includes **Sexual/Gender minorities** as a fifth designated group.

For an alternative format of this form, please contact: Office of Human Rights, Equity & Accessibility (OHREA) at 519-253-3000 ext. 3400 or email <u>ohrea@uwindsor.ca</u> **1.** To advance equity, I wish to self-identify for the purpose(s) selected below:

Statistics (related to applicant pool representation)

____Recruiting/Selection Process

(consideration in the hiring process)

2. For the purposes of employment equity, a person is an Aboriginal person if First Nations (Status or Non Status), Inuit, or Métis Nation.

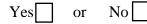
Based on this definition, do you identify as an Aboriginal person? Please select one.

Yes No or

3. For the purposes of employment equity, "persons with disabilities" means persons who have a long-term or recurring physical, mental, sensory, psychiatric or learning impairment and who:

a) consider themselves to be disadvantaged in employment by reason of that impairment, or
b) believe that an employer or potential employer is likely to consider them to be disadvantaged in employment by reasons of that impairment, or
c) includes persons whose functional limitations owing to their impairment have been accommodated in their current job or workplace.

Based on this definition, are you a person with a disability? Please select one.



4. For the purposes of employment equity, members of the designated group "visible minorities" means persons, other than Aboriginal peoples, who are non-Caucasian in race or non-white in colour. Please select one.

number:

Based on this definition, are you a member of a visible minority in Canada?

	-	
Yes	or	No

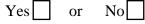
5. For the purposes of employment equity, women are a designated group.

Do you identify yourself as a woman? Please select one.

Yes or No

6. For the purposes of employment equity, the University of Windsor includes sexual/gender minorities as a fifth designated group. This would include persons who identify as gay, lesbian, bi-sexual, transgender, inter-sexed or two-spirited.

Do you identify yourself as a member of a sexual/gender minority? Please select one.



Thank you for completing the External Applicant Self-Identification form!