



UNIVERSITY  
OF MANITOBA

## APPLICATION FOR EMPLOYMENT, TRANSFER, OR JOB ADVANCEMENT



This form must be completed by all applicants for support staff position vacancies at the University of Manitoba. Please read the form carefully and then provide the requested information. A resume may be attached to the completed application form.

The University of Manitoba welcomes diversity in the work place and encourages applications from qualified women and men, including members of visible minorities, Aboriginal peoples, and persons with disabilities.

**DO NOT WRITE IN SHADED AREAS**

\_\_\_\_\_  
Job Vacancy Number

\_\_\_\_\_  
Classification/Position Title

\_\_\_\_\_  
Location/Department

Are you presently employed by the University of Manitoba?       Yes    No

Have you previously been employed by the University of Manitoba?    Yes    No

**If YES to either** of the above, you must complete page 2 of this form. **If NO to BOTH** of the above, DO NOT complete page 2.

**PERSONAL DATA**

Name \_\_\_\_\_  
Family Name
Given Names
Home Telephone
Business Telephone

Address \_\_\_\_\_  
Number and Street
City
Province
Postal Code

Email Address (if available) \_\_\_\_\_

Are you legally entitled to work in Canada?       Yes    No

**EDUCATION**

Institution Attended	Name and Address of Institution	Grade, Degree, Diploma or Certificate Completed	Dates		Course or Area of Study
			From	To	
Secondary School					
Community College					
University					
Post Graduate					
Other					

List any other special training or experience (e.g., apprenticeships, seminars, conferences, etc.). \_\_\_\_\_

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**EMPLOYMENT HISTORY WITH THE UNIVERSITY OF MANITOBA**

List University of Manitoba positions in order, beginning with present (or last) position.  
NOTE: Your current or past supervisors may be contacted.

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_____	_____	_____/_____ Started: Month/Year	_____/_____ Left: Month/Year
Position	Salary		
_____		_____	_____
Faculty/Department/Unit		Reason for Leaving	
_____		_____	
Supervisor's Name and Title		Main Duties	
_____		_____	
Supervisor's University Telephone Number			

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_____	_____	_____/_____ Started: Month/Year	_____/_____ Left: Month/Year
Position	Salary		
_____		_____	_____
Faculty/Department/Unit		Reason for Leaving	
_____		_____	
Supervisor's Name and Title		Main Duties	
_____		_____	
Supervisor's University Telephone Number			

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_____	_____	_____/_____ Started: Month/Year	_____/_____ Left: Month/Year
Position	Salary		
_____		_____	_____
Faculty/Department/Unit		Reason for Leaving	
_____		_____	
Supervisor's Name and Title		Main Duties	
_____		_____	
Supervisor's University Telephone Number			

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**EMPLOYMENT HISTORY WITH EMPLOYERS OTHER THAN THE UNIVERSITY OF MANITOBA**

List positions in order, beginning with present or last employer.  
Your present employer will not be contacted without your approval.

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Employer \_\_\_\_\_ Started: Month/Year \_\_\_\_\_ / \_\_\_\_\_ Left: Month/Year \_\_\_\_\_

Address \_\_\_\_\_ Reason for Leaving \_\_\_\_\_

Position Held \_\_\_\_\_ Salary \_\_\_\_\_ Main Duties \_\_\_\_\_

Supervisor's Name and Title \_\_\_\_\_

Supervisor's Business Telephone Number \_\_\_\_\_

May we contact this employer?  Yes  No

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Employer \_\_\_\_\_ Started: Month/Year \_\_\_\_\_ / \_\_\_\_\_ Left: Month/Year \_\_\_\_\_

Address \_\_\_\_\_ Reason for Leaving \_\_\_\_\_

Position Held \_\_\_\_\_ Salary \_\_\_\_\_ Main Duties \_\_\_\_\_

Supervisor's Name and Title \_\_\_\_\_

Supervisor's Business Telephone Number \_\_\_\_\_

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Employer \_\_\_\_\_ Started: Month/Year \_\_\_\_\_ / \_\_\_\_\_ Left: Month/Year \_\_\_\_\_

Address \_\_\_\_\_ Reason for Leaving \_\_\_\_\_

Position Held \_\_\_\_\_ Salary \_\_\_\_\_ Main Duties \_\_\_\_\_

Supervisor's Name and Title \_\_\_\_\_

Supervisor's Business Telephone Number \_\_\_\_\_

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