

BECONNECTED EMPLOYMENT APPLICATION

Thank you for applying to BeConnected Support Services! This application will introduce BeConnected Support Services Ltd to your experience, education, and relevant skills.

- Please complete all sections, *even if you are attaching a resume.*
- Past work performance checks may be conducted prior to your interview.
- BeConnected Support Services requires applicants to report all previous employment history and give an explanation of any gaps between employment and/or education and employment.
- All new hires will be required to give consent to criminal record check(s), providing to BeConnected two (2) original pieces of ID, one must be government issued and include the individual's name, date of birth, signature and photo.

PERSONAL INFORMATION

Last Name	First Name	Middle Initial(s)
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Previous / Other Names Used (including Maiden names) _____

Mailing Address	City	Postal Code
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Telephone No.: _____ Secondary Telephone No.: _____

Email: _____

EMERGENCY CONTACT NAME(S) AND PHONE NUMBER(S)

Name: _____

Phone No(s).: _____ Relationship: _____

Name: _____

Phone No(s).: _____ Relationship: _____

EMPLOYMENT APPLICATION

This application and all information provided will remain the sole property of BeConnected Support Services Ltd and thus will remain with BeConnected Support Services Ltd.

Rhonda Connell is the director and sole proprietor of BeConnected Support Services Ltd.; a private organization that operates residential & outreach programs and services for children and adults with developmental disabilities and behavioural issues. The goal and basic philosophy of BeConnected Support Services is to work with Community Living British Columbia & stakeholders to provide needed services that are within BeConnected Support Services mandate and capabilities.

REQUIRED QUALIFICATIONS:

- Excellent command of English, the language, both spoken and written
- Grade 12 education
- Relevant post secondary education in the field of health care, psychology, and/or relevant life experiences
- One year experience working with individuals who have developmental/behavioural status
- Behaviour management techniques
- Life skill instruction (cooking, etc)
- Individual program implementation
- Recreation/leadership skills
- Effective interaction and communication skills
- Physically and psychologically able to carry out duties
- A pleasant, positive, nurturing manner
- First Aid, CPR
- TB skin test
- Valid BC D.L. and Driver Abstract
- (Food Safe and WHIMIS are assets toward employment)

REQUIRED DOCUMENTATION PRIOR TO EMPLOYMENT:

1. Agency Medical Assessment Form completed by a General Practitioner
2. Completion of all internal documentation (to be provided after the interview process)
3. Completed application with resume attached
4. Acceptable interview score
5. Acceptable reference checks
6. Acceptable criminal record check

EMPLOYMENT INFORMATION

- H.E.U. 2.1% dues
- Casual - Hourly Rate + 9.8% in lieu of benefits
- Regular P/T – Hourly Rate plus 4.2% in lieu of stat
- Regular F/T – Hourly Rate plus stat lieu
- Benefits (if applicable) – MPP, Sick, Vacation, MSP, Extended Health/Dental, LTD, Group Life, AD&D, Life Works

WORK HISTORY

Due to the nature of the services provided by BeConnected Support Services it is important that **all previous employment and volunteer positions** be disclosed. Attach additional sheets if necessary.

Name of institution or employer including location and position held.	Dates Worked mm/yy – mm/yy	Supervisor/Reference and Contact Number	If this is not a listed reference may we call?
			<input type="checkbox"/> Yes <input type="checkbox"/> No

Duties and skills used

Name of institution or employer including location and position held.	Dates Worked mm/yy – mm/yy	Supervisor/Reference and Contact Number	If this is not a listed reference may we call?
			<input type="checkbox"/> Yes <input type="checkbox"/> No

Duties and skills used

Please describe any gaps between employment and/or education and employment

Name of institution or employer including location and position held.	Dates Worked mm/yy – mm/yy	Supervisor/Reference and Contact Number	If this is not a listed reference may we call?
			<input type="checkbox"/> Yes <input type="checkbox"/> No

Duties and skills used

Name of institution or employer including location and position held.	Dates Worked mm/yy – mm/yy	Supervisor/Reference and Contact Number	If this is not a listed reference may we call?
			<input type="checkbox"/> Yes <input type="checkbox"/> No

Duties and skills used

Please describe any gaps between employment and/or education and employment

REFERENCES

Your Name: _____

Your Phone No.: _____

Please provide three (3) or more references – at least two (2) reference must be work related

NAME	PHONE NUMBER	RELATIONSHIP	PLEASE CHECK
			<input type="checkbox"/> Work Related
			<input type="checkbox"/> Personal
COMPANY (if applicable):			

NAME	PHONE NUMBER	RELATIONSHIP	PLEASE CHECK
			<input type="checkbox"/> Work Related
			<input type="checkbox"/> Personal
COMPANY (if applicable):			

NAME	PHONE NUMBER	RELATIONSHIP	PLEASE CHECK
			<input type="checkbox"/> Work Related
			<input type="checkbox"/> Personal
COMPANY (if applicable):			

NAME	PHONE NUMBER	RELATIONSHIP	PLEASE CHECK
			<input type="checkbox"/> Work Related
			<input type="checkbox"/> Personal
COMPANY (if applicable):			

If any references have known you by a different name – please specify

EDUCATION AND TRAINING

Please describe all relevant education, courses, certificates, obtained, which have given you work related skills and knowledge. Please attach copies of certificates or degrees.

Name of Institution or Organization	Dates Attended (mm/yy - mm/yy)	Area of Study/Course	Certificate/ Degree Obtained

SKILLS/ACHIEVEMENTS

Please list any active memberships/registrations in a professional or career related organization(s) or society(s).

Please list all skills, achievements, and personal experience that will enhance your application with BeConnected Support Services. Attach extra sheets/copies if necessary.

ADDITIONAL INFORMATION

Do you have a direct relative* (parent, spouse, sibling, common law relation) or share the same household with an individual employed by BeConnected Support Services?

Yes No

If yes, please explain:

Have you ever applied to work with BeConnected Support Services (formerly Becon Support Services, Connell Services Ltd., and Cornerstone Community Support Services) in the past?

Yes No

If yes, please explain:

Is your ability to perform the duties of this agency likely to be affected by a current or previous illness or injury?

Yes No

If yes, please explain:

Are you available for all shifts, including weekends and overnight awake shifts?

Yes No

If no, what shifts are you available for?

Are you currently attending school?

Yes No

Will you be attending school in the near future?

Yes No

Are you waiting enrolment in any school?

Yes No

If yes, where? _____

Are you currently employed at this time?

Yes No

If yes, where? _____

Note: Only Short-listed candidates will be notified and scheduled for an interview.

CERTIFICATION

I am applying for: Casual Part-Time Full-Time

Yes I, _____ have disclosed all previous employment/work history
And have not held back any information regarding past employment.No I, _____ have not disclosed all previous employment/work history
and have chosen not to provide all information regarding past employment.

If you have chosen NO, you may wish to provide an explanation why.

I, _____ give BeConnected Support Services permission to call the
references indicated prior to the interview process. Yes No**Note: please read carefully before signing. This application is not valid unless the applicant signs it.**

I certify that the information provided in this application or attachments/resume is true and complete. I understand that this application does not mean employment and that the interview process must first be completed. I understand that if any information in this application or attachments/resume is untrue or incomplete that my application will be rejected. I understand that if successful at acquiring employment with BeConnected Support Services and in the future the information in my application is proven untrue I will be dismissed and my employment terminated.

Signature: _____ Date: _____

Note: Only Short-listed candidates will be notified and scheduled for an interview.

Please let us know where you saw our ad for employment or how you heard about us.

Thank you for applying to BeConnected Support Services!

Please submit this application along with your resume:

- by email to mstelp@beconsupport.ca;
- by fax at (250) 721-2571; or
- in person at #240-4243 Glanford Ave, Victoria BC, V8Z 4B9