

**Notice:** Completion of this application should not be considered as an offer of employment. Prospective employees will receive consideration without discrimination because of any prohibited ground of discrimination under applicable human rights legislation.

Resume Attached:  Yes  No

Date: \_\_\_\_\_

Where did you hear about Stewart's job opportunities? : \_\_\_\_\_

**P E R S O N A L**

Last Name	First	Middle
Street Address	City	Prov
		Postal Code
Telephone	Email	Business Telephone

Are you 18 years of age or older?  Yes  No

Are you legally entitled to work in Canada?  Yes  No

Position Desired: \_\_\_\_\_ When will you be available to begin work? \_\_\_\_\_

Full-Time  Part-Time      Hours: \_\_\_\_\_ Term:  Permanent  Contract Term/Length: \_\_\_\_\_

[Other special training or skills \(languages, machine operations, etc.\)](#)

**E D U C A T I O N R E L A T E D T O P O S I T I O N D E S I R E D**

Level	Course of Study	No. Of Yrs. Completed	Graduated	Specify Degree or Diploma Obtained
University			<input type="checkbox"/> Yes <input type="checkbox"/> No	
College			<input type="checkbox"/> Yes <input type="checkbox"/> No	
Business/Trade			<input type="checkbox"/> Yes <input type="checkbox"/> No	
High School			<input type="checkbox"/> Yes <input type="checkbox"/> No	

**M E M B E R S H I P ( S ) I N P R O F E S S I O N A L O R C I V I L O R G A N I Z A T I O N**

## SKILLS AND EMPLOYMENT SUMMARY

Please describe employment that is relevant to the position you are seeking.

Name of Employer	Your Position	Brief Description of Duties and Responsibilities	Skills Used and Acquired in this role (please complete the Skills Inventory below)	Manger's Name and Phone Number	Salary Progression	OK to Check Reference?
						<input type="checkbox"/> Yes <input type="checkbox"/> No
						<input type="checkbox"/> Yes <input type="checkbox"/> No
						<input type="checkbox"/> Yes <input type="checkbox"/> No
						<input type="checkbox"/> Yes <input type="checkbox"/> No

## SKILL, KNOWLEDGE AND ABILITY INVENTORY

Please indicate the level of proficiency with each item below by using a checkmark.

**\*None:** No experience at all / **\*Beginner:** 1 month to 1 year experience (used in a work-related capacity)

**\*Competent:** 1 to 5 years experience (used in a work-related capacity)

**\*Expert Proficiency:** 5 or more years experience (used in a work-related capacity)

Skill / Knowledge / Ability Inventory	None*	Beginner*	Competent*	Expert*
Customer Service				
Real Estate Conveyancing Software				
MS Word				
MS Office				
MS Excel				
MS PowerPoint				
MS Access				
MS Outlook				
IT projects				

Project Management on software development projects				
Knowledge of the Real Estate Transaction Process				
Management / Supervision				
C#				
T-SQL				
JavaScript				
HTML				
SQL Server 2000/2005				
DTS Package Creation				
Stored Procedures				
Microsoft SQL Server Reporting Services				
Unified Modeling Language				
Rational tools				
Rational Unified Process (RUP)				
SQL Server				

**OTHER APPLICANT DATA**

The information requested below is needed for and will be used as part of the hiring process only in the event of a legitimate occupational qualification or business necessity.

Are you fluent in any other languages?  Yes  No If so, which ones? \_\_\_\_\_

If applying for a position requiring operation of a vehicle, do you have a current driver's licence?  Yes  No

Have you ever been bonded?  Yes  No Have you ever been denied a bond?  Yes  No

If yes, give specifics below \_\_\_\_\_

Have you ever been convicted of a crime for which a pardon has not been granted?  Yes  No If yes, describe in full.

Have you ever signed a Confidentiality or Non-Competition Agreement that would restrict your ability to work for Stewart Title?  Yes  No

**SIGNATURE**

I hereby declare the information provided by me in the Application for Employment is true, correct and complete to the best of my knowledge. I understand that if employed, my misstatement or omission of fact on this application shall be considered cause for dismissal.

I authorize you to verify and exchange information regarding this application, including, but not limited to requesting investigative consumer reports and/or other reports, including motor vehicle driving records and information obtained through personal interviews with neighbors, friends and acquaintances. This report, if obtained, may include information as to character and general reputation. I further authorize you to update this information at any time. I understand I have the right to make a written request within a reasonable period to receive additional information about the nature and scope of any such investigation.

I acknowledge that any offer of employment I may receive from Stewart Title is contingent upon my providing documentation verifying my identity and right-to-work in Canada as outlined in the Provincial Immigration legislation.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature