



# APPLICATION for EMPLOYMENT

Form Adopted June 2005

See back of this form for Bos Builders Inc. Personal Privacy Policy.

Date Application Received: \_\_\_\_\_

Last Name	First Name	Middle Name
Street Address	Town/City	Postal Code
Position Applied For	Date available to start	Home Phone
Driver's License Number*	Driver's License Class	Cell Phone

**\*If hired, you will be required to submit a Driver's Abstract to Bos Builders Inc. at the your expense.**

Salary Expected	Do you have a criminal record? No ____ Yes ____	If you have a criminal record, for what offense(s) and when?
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## EMPLOYMENT HISTORY

**Give information about three recent employers starting with the present.**

Present employer	Town/City	Reason for leaving	Date
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Is your present employer aware of your search for another job? No \_\_\_\_ Yes \_\_\_\_  
Do you authorize Bos Builders Inc to contact him/her for information about your performance in your present job? No \_\_\_\_ Yes \_\_\_\_

Second last employer	Town/City	Reason for leaving	Date
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Third last employer	Town/City	Reason for leaving	Date
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## REFERENCES

**Give names of persons with whom you have worked in the past five to seven years and who have agreed to provide information to Bos Builders Inc. about your work performance.**

Name of 1 <sup>st</sup> Reference	Position/Job of 1 <sup>st</sup> Reference	Town/City of 1 <sup>st</sup> Reference	Phone
Name of 2 <sup>nd</sup> Reference	Position/Job of 2 <sup>nd</sup> Reference	Town/City of 2 <sup>nd</sup> Reference	Phone
Name of 3 <sup>rd</sup> Reference	Position/Job of 3 <sup>rd</sup> Reference	Town/City of 3 <sup>rd</sup> Reference	Phone

**By signing this Job Application Form, you authorize Bos Builders Inc. to talk to these and other work-related references to obtain information about your performance in a previous position of employment. Persons not to be contacted by Bos Builders Inc. under any circumstances are listed below:**

1) \_\_\_\_\_ 2) \_\_\_\_\_ 3) \_\_\_\_\_

## EDUCATION and TRAINING

**Give information about your schooling and other training.**

Grade Completed in Canada	None	Less than 7	7	8	9	10	11	12	College	University
Other training										
If interested in further training, give details.										

## HEALTH

**If anything about your health is likely to affect your performance in building construction, please explain.**

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## SKILLS (optional)

**Check the boxes beside skills you are good at and add any other skills not on this list.**

Getting along with other people		Working with tools		Operating machines and equipment	
Building with wood		Making furniture		Organizing your time	
Working with enthusiasm		Following directions		Coming up with new ideas	
Other skills					

## INTERESTS (optional)

**List at least three things you are interested in or like to do on your own time.**

1) _____	2) _____	3) _____
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## COMMENTS (optional)

**Write anything else you would like to say about yourself to the Manager of Bos Builders Inc.**


## CONSENT TO ACCESS, USE AND STORE PERSONAL INFORMATION

**By signing this application, I affirm that all statements made herein to the best of my knowledge are true. I hereby authorize Bos Builders Inc. to obtain, store and use my Personal Information as described herein, and additional Personal Information if I am hired, in accordance with Bos Builders Inc. Privacy Policy printed on the back of this Application Form.**

Applicant's Signature _____	Date _____
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## Bos Builders Inc. PERSONAL INFORMATION PROTECTION POLICY, Effective June 1, 2005

Bos Builders Inc. is committed to safeguarding the personal information entrusted to us by our employees. We manage your personal information in accordance with Alberta's Personal Information Protection Act and other applicable laws. This policy outlines the principles and practices we follow in protecting your personal information. This policy applies to Bos Builders Inc. The policy also applies to any person providing services on our behalf.

**Personal information** means information about an identifiable individual. This includes an individual's name, home address and phone number, age, sex, marital or family status, an identifying number, financial information, educational history, etc.

**We collect only the personal information** that we need for the purposes of providing services to our customers, including personal information to:

- Open and manage an account
- Deliver requested products and services
- Enroll customer in a program if applicable
- Send out association membership information
- Assess suitability for a business relationship
- Contact customers for appointments
- Follow up with customers to determine satisfaction with products and services
- Grant credit
- Meet regulatory requirements

We normally collect employee information directly from our employees. We may collect your information from other persons with your consent or as authorized by law.

We inform our employees, before or at the time of collecting personal information, of the purposes for which we are collecting the information. The only time we don't provide this notification is when a employee volunteers information for an obvious purpose (for example, producing a personal credit card or photo identification when this information will be used only to process the transaction).

**We ask for consent** to collect, use or disclose employee personal information, except in specific circumstances where collection, use or disclosure without consent is authorized or required by law. We may assume your consent in cases where you volunteer information for an obvious purpose.

In cases where we collected personal information before January 1 2004, we assume your consent to our use and, where applicable, disclosure for the purpose for which the information was collected.

We ask for your express consent for some purposes and may not be able to provide certain services if you are unwilling to provide consent to the collection, use or disclosure of certain personal information. Where express consent is needed, we will normally ask employees to provide their consent orally (in person, by telephone), in writing (by signing a consent form, by checking a box on a form, or electronically (by clicking a button)).

In cases that do not involve sensitive personal information, we may rely on "opt-out" consent. For example, we may disclose your contact information to other organizations that we believe may be of interest to you, unless you request that we do not disclose your information. You can do this by telephoning our number (403-223-1802).

A employee may withdraw consent to the use and disclosure of personal information at any time, unless the personal information is necessary for us to fulfill our legal obligations. We will respect your decision, but we may not be able to provide you with certain products and services if we do not have the necessary personal information.

We may collect, use or disclose customer and employee personal information without consent only as authorized by law. For example, we may not request consent when the collection, use or disclosure is reasonable for an investigation or legal proceeding, to collect a debt owed to Bos Builders Inc., in an emergency that threatens life, health or safety, or when the personal information is from a public telephone directory.

In order to assess your ability to meet your financial obligations, you authorize Bos Builders Inc. and its agents and assigns:

- (i) to request and obtain personal information about you on an ongoing basis from credit bureaus from information they previously collected about you in order to assess your credit history;
- (ii) to exchange your personal information on an ongoing basis with credit bureaus in order to protect you, ensure the completeness of the information and maintain the integrity of the credit granting system;
- (iii) to co-operate with local, provincial and national authorities in the investigation of unlawful or improper activities in order to protect you and us from fraudulent transactions; and
- (iv) disclose your personal information where necessary to project your interests, and ours.

**We use and disclose** personal information only for the purposes for which the information was collected, except as authorized by law. For example, we may use employee information to deliver goods. The law also allows us to use that contact information for the purpose of collecting a debt owed to Bos Builders Inc., should that be necessary.

If we wish to use or disclose your personal information for any new business purpose, we will ask for your consent.

**We make every reasonable effort to ensure that customer and employee information is accurate and complete.** We rely on our customers and employees to notify us if there is a change in their personal information that may affect their relationship with Bos Builders Inc. If you are aware of an error in our information about you, please let us know and we will correct it on request wherever possible.

In some cases we may ask for a written request for correction.

We protect our customer and employee personal information in a manner appropriate for the sensitivity of the information. We make every reasonable effort to prevent any loss, misuse, disclosure or modification of personal information, as well as any unauthorized access to personal information.

We use appropriate security measures when destroying customer and employee personal information, including shredding paper records and permanently deleting electronic records.

We retain personal information only as long as is reasonable to fulfill the purposes for which the information was collected or for legal or business purposes.

**Employees of Bos Builders Inc. have a right of access to their own personal information** in a record that is in our custody or under our control, subject to some exceptions. For example, organizations are required under the Personal Information Protection Act to refuse to provide access to information that would reveal personal information about another individual. Organizations are authorized under the Act to refuse access to personal information if disclosure would reveal confidential business information. Access may also be refused if the information is privileged or contained in mediation records.

If we refuse a request in whole or in part, we will provide the reasons for the refusal. In some cases where exceptions to access apply, we may withhold that information and provide you with the remainder of the record.

You may make a request for access to your personal information by writing to the Administrative Assistant at Bos Builders Inc. designated to ensure compliance with PIPA. You must provide sufficient information in your request to allow us to identify the information you are seeking.

You may also request information about our use of your personal information and any disclosure of that information to persons outside Bos Builders Inc. For personal information collected before January 1 2004, if we do not have a record of disclosures, we will provide information about any disclosure of your information that is likely to have occurred.

You may also request a correction of an error or omission in your personal information.

We will respond to your request within 45 calendar days, unless an extension is granted. We may charge a reasonable fee to provide information, but not to make a correction. We will advise you of any fees that may apply before beginning to process your request.

**If you have a question or concern about any collection, use or disclosure of personal information** by Bos Builders Inc. or about a request for access to your own personal information, please contact:

Administrative Assistant  
Bos Builders Inc.  
P. O. Box 4321  
Taber, Alberta T1G 2C7  
Phone (403) 223-1802 Fax: (403) 223-1777

If you are not satisfied with the response you receive, you should contact the Information and Privacy Commissioner of Alberta:

Office of the Information and Privacy Commissioner of Alberta  
Suite 500, 640 – 5<sup>th</sup> Avenue S.W.  
Calgary, Alberta T2P 3G4  
Phone: (403) 297-2728 Toll-free: 1-888-878-4044  
Email: generalinfo@oipc.ab.ca Website: www.oipc.ab.ca