

An Ottawa Supermarket (re-printed) Application Form

Tip 1. A SIN: Social Insurance Number is required when job seeking

TIP 2. Fill in your name, address and contact information carefully

Tip 3. In the **HOURS OF AVAILABILITY** section -**Keep it consistent**

(I have added an example, you select your days and times)

(Tip 4. **Overnight shift is Your opportunity to learn where products are**)

Hours	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Earliest Start Time			7:00 AM	7:00 AM	7:00 AM	7:00 AM	7:00 AM
Latest End Time			6:00 PM	6:00 PM	6:00 PM	6:00 PM	6:00 PM

Are you available to work overnight shift? **Yes** **No**

Describe what you would do to ensure that our customers receive great customer care

Think of the kind of care **you would want to receive** in a supermarket and write your own answers. Here are 3 to start you off

- =Listen to the customer with a smile
- =Respond quickly when you are asked a question
- =Get to know the customers

Employment:

In the first section, write **CO-OP Experience**

In the next two sections write **employment**

Employer Name CO-OP Experience Where? What did you do?	Ottawa	Leave this section empty
Period of Employment If you worked	Write how many weeks or hours Example: 3-weeks or 10-hours	Dog Walker

Describe duties and responsibilities	What do you do as a dog walker	
Reason for leaving	Still working	

Education -check off only the box that applies to you

Program	Status	Diploma
High School	Completed or (Expected graduation year)	Ontario Secondary Schools Diploma (OSSD)
College	<input type="checkbox"/> <input checked="" type="checkbox"/> in progress	
List any other courses you have taken	Put those courses here	

References

Name	Occupation	Relationship	Telephone / Email
1.	Teacher	Student	
2.	Teacher	Student	

This section is extremely important (no friends or family references, **as the supermarket will check each teacher's name with the school board at some point**)

Drop off your application form and résumé **as soon as possible, as other students are already job searching**