

Declaration and Permission to Obtain References

I am applying for employment with Carewest and I hereby authorize my previous employers and character references to release information in relation to my employment history and educational qualifications. I am also aware and authorize Carewest to obtain references from other employers or individuals not specifically listed. If I am employed in a professional capacity I agree that Carewest may check with my professional college/association to ensure good standing.

Reference Name	Title	Phone Number/E-mail Address

Applicant's Signature: _____ Date: _____
(YYYY/MM/DD)

Conditions of Employment

- All new employees are responsible for providing a criminal record check. Those with active criminal records are not eligible for employment.
- All new employees must be screened for tuberculosis. Those who cannot pass that screening are not eligible for employment.
- I understand and authorize Carewest to collect all relevant personal information for payroll and benefit administration. This includes but is not limited to: date of birth, gender, S.I.N. number, Alberta Health Care number, emergency contact, marital status, name of spouse and dependants. I also authorize Carewest to make the appropriate payroll deductions for contributions required by Carewest for benefit plans and related policies and union dues if appropriate.
- I understand and authorize Carewest to collect all relevant personal educational competency information, including but not limited to Carewest's essential skills testing, self learning modules and HCA competency testing. I understand this information will be kept confidential and used for the purposes of my employment or prospective employment with Carewest.
- I have made known any restrictions, physical or otherwise, that may affect my ability to carry out the full duties of the position(s) I have applied for.
- I understand that where there is a provision for recognition of previous experience for the determination of salary and/or portability of benefits, I am required to provide written confirmation from my previous employers within 3 months of the date of employment.
- I understand that in order to receive recognition for educational qualification, I must provide a copy of my certificate, diploma or degree.
- I understand that I am required to complete and submit any new hire orientation materials prior to the commencement of work. Carewest reserves the right to rescind any offer of employment if these criteria are not met.
- The business affairs and activities of Carewest are considered confidential. I agree not to communicate to the media, social media sites or any external forum in any manner that can be construed as representing Carewest or disclosing information considered by Carewest as confidential and/or proprietary.

Applicant's Signature: _____ Date: _____
(YYYY/MM/DD)

Have you attached a resume or additional information? Yes No

Carewest thanks all applicants for their interest. However, only those selected for an interview will be contacted. Your application will remain on file for three months.

The personal information on this form will only be collected and shared for purposes outlined in the Freedom of Information and Protection of Privacy Act and Health Information Act which includes: determining eligibility for employment; determining eligibility for Carewest programs and services; for programs designed to evaluate and improve Carewest programs and services; for the operation of approved Carewest education and research programs and services; and for legal requirements where these purposes are consistent with the FOIP and HIA Act and under the Alberta Labour Relations and Employment Standards Codes. If you have any questions regarding the collection of information you may contact the Carewest Manager of Information Management & Privacy, 722 - 16 Avenue NE, Calgary, AB T2E 6V7.

Employment Application



Date of Application: _____
(YYYY/MM/DD)

Please submit your completed application form using one of the following methods:

Mail or Deliver to: Carewest Administration
10101 Southport Road SW
Calgary, AB T2W 3N2

Fax: 403-943-8179

Email: carewest.hr@albertahealthservices.ca



Personal Information

Surname:	First Name:	Second Name:	Preferred Name:
Address:			Postal Code:
Home Phone:	Alternate Phone:	E-mail:	
Do you have any criminal convictions for which a pardon has not been granted? <input type="checkbox"/> YES <input type="checkbox"/> NO <i>(Note: Carewest does not hire applicants who have criminal records for which a pardon has not been granted)</i> <i>As required under the Protection for Persons in Care Act (PPCA) Carewest must obtain a current vulnerable sector criminal records check for every new hire and volunteer. Carewest will accept a vulnerable sector criminal records check dated within ninety (90) days prior to commencement of duties. Carewest does not normally hire persons with active criminal records for which a pardon has not been obtained.</i>			
Are you eligible to work in Canada? <input type="checkbox"/> YES <input type="checkbox"/> NO			

Position Information

Positions(s) applying for:

- _____
- _____
- _____

Date available to start: _____
(YYYY/MM/DD)

Shift Preference(s): <input type="checkbox"/> Days <input type="checkbox"/> Evenings <input type="checkbox"/> Nights <input type="checkbox"/> Weekends <input type="checkbox"/> No preference	Type of work preferred: <input type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Casual <input type="checkbox"/> Summer (June - Aug)
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Available to work:

Sunday Monday Tuesday Wednesday Thursday Friday Saturday Any Day

Note: Casual pools are reviewed regularly and staff not available and/or not needed in a three month period will be terminated.

Site Preference(s):

<input type="checkbox"/> Carewest Administration (Southport Tower) 10301 Southport Lane SW	<input type="checkbox"/> Carewest Garrison Green 3108 Don Ethell Blvd. SW	<input type="checkbox"/> Carewest Rouleau Manor 2208 2nd Street SW
<input type="checkbox"/> Carewest Beddington 308, 8120 Beddington Blvd NW	<input type="checkbox"/> Carewest George Boyack 1203 Centre Avenue East	<input type="checkbox"/> Carewest Royal Park 4222 Sarcee Road SW
<input type="checkbox"/> Carewest Colonel Belcher 1939 Veterans Way NW	<input type="checkbox"/> Carewest Glenmore Park 6909 - 14 Street SW	<input type="checkbox"/> Carewest Sarcee 3504 Sarcee Road SW
<input type="checkbox"/> Carewest Dr. Vernon Fanning Centre 722 - 16th Avenue NE	<input type="checkbox"/> Carewest Nickle House 950 Robert Road NE	<input type="checkbox"/> Carewest Signal Pointe 6363 Simcoe Road SW
<input type="checkbox"/> Carewest OSI Market Mall, Suite 203 3625 Shaganappi Trail NW		<input type="checkbox"/> No Preference

Note: A vehicle is required for some occupations in Carewest's community programs based out of Sarcee C3 and Beddington C3. Please visit www.carewest.ca for further information on Carewest programs

