




Atlantic Travel Centre


•DUTY FREE •CURRENCY EXCHANGE •TRAVEL INSURANCE •GO FOOD

Woodstock Duty Free Shop Inc.



This PDF document contains:

- A. Privacy Commitment and Consent Form
- B. Criminal Background Check Agreement
- C. Reference Release Form
- D. Employment Application for the Atlantic Travel Centre and Maritime Exchange

Please complete and include all pages of this document when submitting it to the Atlantic Travel Centre or Maritime Exchange. You may also include a resume.

Submit to the Atlantic travel Centre, Attention: John Slipp

Located on Rte. 95, at the Woodstock-Houlton Border Crossing,
 or Mail to: 1412 Rte.95, Belleville, NB, E7M 4Z8 or Fax to : 506 328-8212

Privacy Commitment and Consent Form

Welcome to the Atlantic Travel Centre online employment application. Please review and complete the following section in order to proceed with your application.

Our Privacy Commitment to Employment Applicants

Atlantic Travel Centre is committed to maintaining the accuracy, security and privacy of the personal information you provide when you complete your employment application. We do this in accordance with our privacy policy and legislation. The information you provide in the application is used only to allow us to assess your qualifications and whether you are suitable for employment with our company. The information will only be disclosed to members of our management responsible for recruitment and selection.

Consent to Use of Personal Information

By clicking "I agree" below, you are consenting to Atlantic Travel Centre collecting, using and disclosing your personal information to fulfill the purposes described above.

You are also confirming that the information you have provided in your application is correct and true to the best of your knowledge and that you are legally eligible for employment in Canada. Please note that any misrepresentation may disqualify you from employment with our company.

Finally, if we move forward to offering employment, the offer will be contingent on background and reference checks at our discretion.

If you are in agreement with the terms and conditions outlined above, and are prepared to provide authorization for us to contact your references as described above, click on the "I agree" button below to move to our reference consent form.

I agree to the terms and conditions listed above. p Yes

Criminal Background Check Agreement

To satisfy security requirements we now require a criminal background check from all applicants. A criminal background check may be obtained from either the RCMP or your local police department.

I agree to obtain a Criminal Background Check p Yes p No

Reference Release Form



Date: _____

To _____

We have received an application for employment from the individual identified below. To satisfy expectations regarding the security of personal information, we now require all applicants to sign their consent for employment references.

Please provide this information to the appropriate individual in your organization so that person will be prepared to provide the reference information when we call.

Date: _____

To _____

This is to advise that I have applied for employment with the Woodstock Duty Free Shop Inc. and have provided your name as a reference.

I authorize you to release information about my prior employment with your organization to the representative of the Woodstock Duty Free Shop Inc., who may be contacting you shortly.

Name of Applicant

Signature of Applicant

Fax to: 506 328-8212
Or Mail to: Atlantic Travel Centre
1412 Rte. 95, Belleville, NB, E7M 4Z8



Duty Free
Hors Taxes

Atlantic Travel Centre

•DUTY FREE •CURRENCY EXCHANGE •TRAVEL INSURANCE •GO FOOD

Woodstock Duty Free Shop Inc.



1412 Rte.95, Belleville, NB, E7M 4Z8

Ph: 506-328-8888, Fax: 506 328-8212, 1-800-463-3030, employee@atlantictravelcentre.ca, www.atlantictravelcentre.ca

EMPLOYMENT APPLICATION:

Office use only

Date of application: _____

Name of Candidate: _____

Position applied for: _____

Full time Part Time Seasonal

Pay expected: _____ per _____

First date available for work: _____

Dates unavailable for work: _____

Check the box which applies to you: Student Non-Student

CANDIDATE CONTACT INFORMATION:

Street and mailing address: _____

Town or City _____ Postal Code: _____

Phone#: _____ Fax#: _____ Email: _____

STUDENT INFORMATION:

If you are not a student, please skip this section and go to number 13.

1. If you are a student and living away from your regular address, what is your current residential address and contact information?

Address: _____

Town or city: _____ Postal Code: _____

Phone #: _____ Fax: _____ Email: _____

2. Is this residence located within 50km of the Woodstock/Houlton border?

Yes No

3. Are you currently attending a post secondary educational institution?

Yes No

Name of the institution: _____

4. Are you recognized by that institution as a full time student?

p Yes p No

5. Have you been enrolled as a full time post secondary student for more than one year?

p Yes p No

6. Do you intend to continue as a full time student next year and to complete your degree?

p Yes p No

7. Do you have easy access to transportation that will enable you to meet shift work commitments?

p Yes p No

8. Are you serving an academic probation?

p Yes p No

9. What are your academic goals? _____

Degrees: _____ Profession: _____

What type of work do you want to do when you are finished? _____

10. What was your most recently released grade point average? _____

11. Are you able to work between _____ and _____?

p Yes p No

12. Where would you live and what would your street address be if you were to work with us?

Address: _____

BASIC EMPLOYMENT QUESTIONNAIRE AND EVALUATION:

13. Are you currently 19 years of age or older?

p Yes p No

14. Are you currently employed?

p Yes p No

If so, where? _____

15. When did you start working where you are now? Date please. _____

16. Where were you most recently employed? _____

17. Why are you no longer working at your last place of employment?

p Quit p Layoff p Termination p Dismissal p Other

Details Please. _____

18. Do you own and operate a late model vehicle that is in good working order?

p Yes p No

19. Are there any reasons that could in any way effect or limit your ability to work here?

p Yes p No

If so, please provide details. _____

20. Are you involved in the community? p Yes p No

If so, please provide details. _____

21. Do you have any experience in retail sales? p Yes p No

If so, where and for how long? _____

22. Do you have any experience in tourism? p Yes p No

If so, where and for how long? _____

23. Do you have any experience in customer service? p Yes p No

If so, where and for how long? _____

24. Do you have any experience in handling or managing cash?

p Yes p No

Is so where and for how long? _____

25. Have you ever been assigned cash responsibilities or cash drawers where you were held responsible for cash shortages and/or overages? p Yes p No

If so, please indicate employers and policy? _____

26. Have you ever been short or over when handling cash for your employer?

p Yes p No

If so, please provide details of how much, how often and the resulting consequences. _____

27. Have you ever received formal training in customer service, retail sales, tourism or cash management? p Yes p No

If so where and when? _____

28. Do you smoke? Yes No

29. What are your career goals? _____

30. What do you want to be working at 5 years from now? _____

31. Do you have any second language skills? Yes No

If yes, please indicate specific skill level in the French language.

Verbal Written Comprehension

32. Would you be prepared to participate in a second language verbal examination to verify above noted skills? Yes No

33. Will you wear a uniform at work? Yes No

34. Are you able to work with and commit your priorities to meet our scheduling requirements including early mornings, late evenings, weekends, holidays and overtime?
 Yes No

35. Has your current or has any former employer ever taken any formal disciplinary action with you including; warnings, probation, suspension and termination?
 Yes No

If yes, please explain: _____

36. Can we count on you to provide yourself with vehicle transportation to get to work on time, as required, for each and every shift? _____

37. Will you require another staff member to bring you to work?
 Yes No

PREVIOUS EMPLOYMENT HISTORY:

38. Please provide information regarding your previous employment including employer name, location of employment, supervisor information, their phone and fax numbers, rate of pay, starting dates and ending dates for three, if not more previous employers?

Employer	Location	Supervisor	Phone #	Fax #	Rate	Beginning	Ending
1. _____							
2. _____							
3. _____							
4. _____							
5. _____							

39. Please provide contact information and reason for leaving each employer previously listed:

1. Employer: _____ Contact Information: _____

Reason for leaving employment: _____

2. Employer: _____ Contact Information: _____

Reason for leaving employment: _____

3. Employer: _____ Contact Information: _____

Reason for leaving employment: _____

4. Employer: _____ Contact Information: _____

Reason for leaving employment: _____

5. Employer: _____ Contact Information: _____

Reason for leaving employment: _____

EDUCATIONAL INFORMATION:

40. Please provide information regarding your education history. Please begin with High School including beginning and ending dates with each institution and please indicate whether or not you have completed your studies and received your certificate, diploma or degree from that institution and any other relative details would be appreciated. If you did not complete your studies at any of these institutions please indicate why.

High School: _____ Beginning: _____ Ending: _____

Post Secondary: _____ Beginning: _____ Ending: _____

Other: _____

41. Please indicate whether or not you have completed any other type of course including a complete description and the beginning and ending dates of any course that you have completed.

Course: _____ Beginning: _____ Ending: _____

Other: _____

42. Please indicate which work duty and/or responsibility you have enjoyed the most with previous employers and why. _____

43. Please indicate which work duties and/or responsibilities you enjoyed the least with our previous employers and why. _____

44. Please indicate which post secondary class you have enjoyed the most and why. _____

45. Please indicate what post secondary class you have enjoyed the least and why? _____

46. What personal quality do you find most attractive in other people and why? _____

47. What personal quality do you find least attractive in other people and why? _____

48. What are your most attractive personal qualities and why? _____

49. What are your least attractive personal qualities and why? _____

50. What are your most practiced skills? Please give a description of where you have practiced these skills? Is your most practiced skill also the skill that you feel you are best at?

For Example: Math, Writing, Speaking, Reading, Sales, Memory, Creative, Typing, Research, Study, Teaching or other _____

51. Do you prefer working alone or with others? _____

52. What level of responsibility do you desire?

p Limited

p Moderate

p Significant

53. Please provide a brief description of yourself in a way that you believe will give us the greatest knowledge of you as a person in the shortest amount of time. Please attempt to describe your personality in a way that demonstrates how you are unique and not how you are the same as others, ie. One of the most common statements candidates make in interviews is that they like working with people. This would suggest that this is what people feel they have in common. We are looking to see what makes one applicant different from the other? _____
