



Employment Development Agency & PEI Government Seasonal Jobs Registry Employment Application

Complete online or download as a PDF file at www.gov.pe.ca/jobs
Note: **Students** must use the "**Student Employment Application**" only.

Office Use				
File#				

Personal information on this form is collected under section 31(c) of the Freedom of Information and Protection of Privacy Act R.S.P.E.I. 1988, c. F-15.01 as it relates directly to and is necessary for the administration of the PEI Employment Development Agency's programs and will be used for determining program eligibility and maintaining program data for statistical purposes. If you have any questions about this collection of personal information, you may contact the Executive Director of the PEI Employment Development Agency, 548 Main Street, PO Box 1180, Montague, PE, C0A 1R0, Telephone (902) 838-0910.

Preferred program(s), type of work or career goal(s): (Check (✓) all that apply.)

- Sports/Recreation
 Tourism
 Environment
 Agriculture/Fisheries
 Other: _____

Personal Information:

Last Name	First Name	Initial
Civic Address	Rural Route/PO Box	Postal Code
Community Name	Province	Telephone (other)
	() -	() -
Email Address	<i>The PEI Human Rights Commission has approved these questions for statistical use and to determine eligibility for targeted employment programs.</i>	
	Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female	Date of Birth: Month Day Year

Your voluntary response to the following questions will assist us in determining our diversity and equity goals. **Are you:** An aboriginal person?

- A person with a disability? Please Specify: _____
 A member of a Visible Minority? Please specify: _____

Emergency Contact:	Address	Telephone () -
--------------------	---------	-----------------

Education:

- School/G.E.D.- Grade: _____
 College – Years Completed: _____
College Program: _____
 University – Years Completed: _____
Faculty: _____
Major(s): _____

Skills/Work Experience/Volunteer Work:

Beginning with your most recent employment, list employer, type of work, dates worked and additional skills or volunteer experience. (You may attach your resume.)

Languages Spoken: English French Other - Specify: _____

Are you currently employed? Yes No

Skills: (Check (✓) all that apply.)

- | | | | | | |
|--|--|--|--|--|--|
| <input type="checkbox"/> Health/Seniors Support Worker | <input type="checkbox"/> Computer Technician | <input type="checkbox"/> Data Entry | <input type="checkbox"/> Internet/Email | <input type="checkbox"/> Groundskeeper | <input type="checkbox"/> Bookkeeping |
| <input type="checkbox"/> Golf Course Worker | <input type="checkbox"/> WorldHost Program | <input type="checkbox"/> Waitress/ Waiter | <input type="checkbox"/> Spreadsheet | <input type="checkbox"/> Admin Support | <input type="checkbox"/> Cashier |
| <input type="checkbox"/> Tourism Support | <input type="checkbox"/> Highway Maintenance | <input type="checkbox"/> Word Processing | <input type="checkbox"/> Retail Sales Clerk | <input type="checkbox"/> Forestry Worker | <input type="checkbox"/> Fish plant Worker |
| <input type="checkbox"/> Food Safety Course | <input type="checkbox"/> General Labourer | <input type="checkbox"/> Childcare support | <input type="checkbox"/> Responsible Beverage Server | <input type="checkbox"/> Trail Maintenance | <input type="checkbox"/> Watershed Worker |

Licensing, Trades and Course Certificates: (Check (✓) all that apply.)

- Valid Driver's License? Yes No Class? _____ Access to Transportation? Yes No
Heavy Equipment Operator? Yes No Class? _____ First Aid W HM IS Pesticides Chainsaw
Trade Certificate(s)? _____ Lifeguard CPR Security Flagging

WorkPEI.ca Member Account:

Are you interested in having a Job Seeker account created for you on WorkPEI.ca on your behalf?

- Yes No Already a Member

(If Yes, your account will be confirmed via email. Please ensure your email address is listed above.)

Comments:

Declaration:

I certify that the foregoing statements made by me are true in substance. I authorize the PEI Employment Development Agency and the PEI Department of Workforce and Advanced Learning to verify the above information, to obtain or release information pertaining to my suitability for employment and/or to obtain or release confidential information on employment insurance eligibility to be used only for the purpose of providing employment opportunities.

Date _____ Signature _____

Employment Development Agency & PEI Government Seasonal Jobs Registry

Note: Students must use the "Student Employment Application" only.

Background

The Registry is the Provincial Government's employment registration service for individuals who are seeking work with non-profit organizations, Island businesses and seasonal work with PEI Government departments.

Who Should Register?

Individuals who are seeking: seasonal employment with PEI Government departments; provincially funded, short-term, employment with projects sponsored by non-profit community organizations; and, full-time job opportunities with private sector businesses.

What Information Will I Need to Provide?

Basic information such as; name, address, telephone number and date of birth are required. Also, requested is a brief list of your work experience, education and special skills such as; typing, driver's license, computer knowledge and so on. If you have a resume, please attach it to your application. Date of birth and gender is requested for statistical purposes and to determine eligibility for targeted employment programs funded by the Employment Development Agency. NOTE: An Employer may request a copy of a Criminal Record or Vulnerable Sector Check for review prior to hiring an employee.

What Happens to My Application after it Is Submitted?

The information is prepared for entry into a computer database and is held one full year from the date of application. When a job vacancy occurs the employer makes a referral request, which outlines the minimum skill requirements such as; education, previous work experience, need for driver's license, and so on. This information is matched with those records held in the computer database. A list of eligible persons matching the job criteria is forwarded to the employer for consideration. Several referral lists may be necessary before any job interviews are held.

What Kind of Jobs Will I Be Considered For?

There are many short-term positions with businesses and non-profit organizations that are funded by Provincial job creation programs which require various types of workers such as; janitorial, labourers, grass cutting, etc. Seasonal hiring (10-20 weeks) with Government departments may include jobs such as: flagging for road work, general labourers, park workers, forestry workers, golf course workers, ski instructors, and so on. Whenever a referral request is received, all registered applicants are screened for the job requirements; however, only those that meet the employer's selection criteria are considered for an interview.

When Will I Hear the Results of My Application?

Applications are continually being received throughout the year and placements are made throughout the year. Your application will be kept for one year from the date of application. You will only be contacted if you are going to be interviewed for the position.

How Do I Register?

Complete the employment application on the reverse side and forward it to any of the following locations:

Employment Development Agency

Workforce & Advanced Learning
548 Main Street
PO Box 1180, Montague, PEI C0A 1R0
Tel: (902) 838-0910 Toll-free: 1-877-407-0187
Fax: (902) 838-0975

Seasonal Hiring Centre

Workforce & Advanced Learning
176 Great George Street, Suite 212
PO Box 2000, Charlottetown, PEI C1A 7N8
Tel: (902) 620-3676 Toll-free: 1-877-989-5627
Fax: (902) 368-6580

Access PEI - Summerside

120 Harbour Drive
PO Box 2063, Summerside, PEI C1N 5L2
Tel: (902) 888-8000 Fax: (902) 432-2634

Access PEI - Wellington 48 Mill Road
PO Box 58, Wellington, PEI COB 2E0
Tel: (902) 854-7250 Fax: (902) 854-7255

Access PEI - O'Leary

45 East Drive
PO Box 8, O'Leary, PEI COB 1V0
Tel: (902) 859-8800 Fax: (902) 859-8709

Access PEI - Alberton

PO Box 39
116 Dufferin Street, Alberton, PEI COB 1B0
Tel: (902) 853-8622 Fax: (902) 853-8625

Access PEI - Tignish

103 School Street
PO Box 450, Tignish, PEI C0B 2B0
Tel: (902) 882-7351 Fax: (902) 882-7362

Access PEI - Charlottetown

33 Riverside Drive
PO BOX 2000, Charlottetown, PEI C1A 7N8
Tel: (902) 368-5200 Fax: (902) 569-7560

Access PEI - Souris

15 Green Street
PO Box 550, Souris, PEI COB 2B0
Tel: (902) 687-7000 Fax: (902) 687-7091

Access PEI - Montague

41 Wood Islands Hill
PO Box 1500, Montague, PEI COA 1R0
Tel: (902) 838-0600 Fax: (902) 838-0610