



# Island Home and Garden Employment Application

490 North Rd, Box 254  
Gabriola, BC V0R 1X0  
info@islandhomeandgarden.ca

## A. Position Applied For

Benjamin Moore Paint and Colour Specialist	<input type="checkbox"/>	Cashier	<input type="checkbox"/>
Floor Staff	<input type="checkbox"/>	Merchandiser/Receiver	<input type="checkbox"/>

## B. Requested Hours and Schedule

Part Time	<input type="checkbox"/>	Full Time (37.5 hrs/wk)	<input type="checkbox"/>
Seasonal (May to Sep)	<input type="checkbox"/>	Year Round	<input type="checkbox"/>

## C. Employment Information

**Benjamin Moore Paint and Colour Specialist:** Works with customers to find the perfect colour and correct paint line to match the customer's requirements and budget. Mixes and prepares paints and stains. Will be required to gain in depth product and paint applying knowledge. Requires the ability to lift and move 5 gallon paint buckets (approximately 20 kg), stand for long periods of time, work independently and provide expert customer service.

**Cashier:** Greets customers, answers questions and completes cash and credit transactions. Responsible for key cutting, stocking shelves near the check out counter, general cleanliness of their work area, shared cleaning and other tasks. Must be able stand for long periods and to balance their cash float.

**Floor staff:** Provides quality service to customers in a courteous manner. Will be required to have or develop in depth knowledge of main departments (Automotive, Gardening, Hardware, Plumbing, Electrical, Housewares and Appliances). Will merchandise, clean and do other shared tasks when not helping customers. Must be able to lift and move boxes up to 25 kg, work on a ladder and stand for long periods of time.

**Merchandiser/Receiver:** Receives inventory by entering it into the Point of Sale computer system. Verifies ordered quantities were received. Stocks merchandise on shelves. Assembles merchandise, helps customers and does other shared tasks. A valid driver's license and ability to operate and maintain equipment and machinery is helpful. Must have the ability to lift and move boxes weighing up to 25 kg, work on a ladder and stand for long periods of time.

## D. Personal Information

Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ Province: \_\_\_\_\_

Postal Code: \_\_\_\_\_ Home Phone: \_\_\_\_\_

Cell Phone/other contact #: \_\_\_\_\_ Email: \_\_\_\_\_

Legal Status to Work in Canada: Resident  Canadian Citizen  Landed Immigrant/Permanent Resident

(documentation may be required)  Work Permit  Other – please specify \_\_\_\_\_

In the past 5 years have you been terminated with cause by an employer? If  No  Yes  
yes, please provide details of the termination.

Do you have any disability or medical condition that would prevent you from performing the full duties of the position you have applied for? If yes, please provide details of the disability or medical condition.

No

Yes

Have you ever been convicted of a criminal code offence or summary conviction offence? If yes, please provide details of the offence.

No

Yes

**E. Education & Training**

Name & Location of School	Course, Program, Major Field	Credits, Diploma, Degree Attained (copies to be provided at interview)	Dates	
			Start	End
Special Courses	Course Content, Duration, etc.	Year Completed		

**F. Qualifications** (copies of certificates to be provided at interview)

	Level or Description	Issued By	Expiry Date (if applicable)
First Aid			
Forklift Operator			
Trade Qualification			
Driver's License			
Other (Specify)			

**G. Availability**

	All Day	Limited Hours (Specify)	Notes
Monday	<input type="checkbox"/>		
Tuesday	<input type="checkbox"/>		
Wednesday	<input type="checkbox"/>		
Thursday	<input type="checkbox"/>		
Friday	<input type="checkbox"/>		
Saturday	<input type="checkbox"/>		
Sunday	<input type="checkbox"/>		
Holidays	<input type="checkbox"/>		

**H. Employment History**

Name and Address of Employer:	Type of Business:
Position Title:	Supervisor's Name, Title & Phone Number
Employed From:	Reason for Leaving:

Duties:

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Duties:

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Position Title:	Supervisor's Name, Title & Phone Number
Employed From:	Reason for Leaving:

Duties:

**I. Employment References**

I consent to Island Home and Garden contacting the employers listed above to confirm the information in this application and to obtain references with respect to my past work performance and suitability for future employment.  No  Yes

I wish to be consulted before Island Home and Garden contacts my present employer to obtain a reference.  No  Yes

**J. Additional Information**

The above information briefly summarizes the necessary skills, certificates and experience required/preferred for the positions listed. If you wish to further identify how your background is suitable for the position for which you have applied, please note it below and/or attach a resume.

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*I certify that the information contained in this application and my resume is true and complete. I understand that if any information in this application or my resume is found to be untrue or incomplete, my application may be rejected or I may be dismissed in the event that I am the successful applicant.*

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE SIGNED