

# NORTHWESTERN HEALTH UNIT

## APPLICATION FOR EMPLOYMENT

**Northwestern Health Unit Human Resources Department**

210 First Street North, Kenora, ON P9N 2K4 | (807) 468-3147 x 301283

<b>For what position are you applying?</b>	<b>Posting Number:</b>	<b>Date available to begin work:</b>
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***We are committed to providing accommodations for persons with disabilities. If you require accommodation at any stage of the process, we will work with you to meet your needs.***

<b>CONTACT INFORMATION &amp; ELIGIBILITY</b>		<b>DATE:</b>
Name:	Other Name (under which records – employment, academic, etc. may be kept):-	
What pronouns do you use? <input type="checkbox"/> he/him <input type="checkbox"/> she/her <input type="checkbox"/> they/them <input type="checkbox"/> Other: _____		
Present Address (Street, City, Province, Postal Code):	Telephone Number Main: Other:	
Mailing Address (if different from above):	Email Address:	
Are you legally entitled to work in Canada? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Are you related to any current employees of the Northwestern Health Unit? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, what is the relationship and to whom?		
Have you ever worked for, or done a placement at, the Northwestern Health Unit? If yes, where?		
Dates worked:	Reason for leaving:	
Have you ever been interviewed for a position at the Northwestern Health Unit? If so, for what position and when?		
The position doesn't always fit into an 8:30-4:30 schedule. How flexible can you be with a working schedule?		
The position requires access to a vehicle and the ability to attend meetings and conferences out of the office area including driving within the region which could mean driving distances anywhere between 1.5 hours away and 3.5 hours away sometimes in winter conditions. Is there any reason that you couldn't attend meetings outside the office area? Do you have a valid Glass 'G' Driver's License?		
The position is located in Northwestern Ontario. All communities in our region are at least 2 hours from the nearest large city centre (Winnipeg, MB / Thunder Bay, ON) with populations between approximately 4,000 and 15,000. How familiar are you with the area and can you see yourself living here?		

<b>Clients of the Northwestern Health Unit range from individuals and families, to communities, workplaces and schools. Regarding diverse client populations, do any of these situations pose a problem for you?</b>				
Providing service to people who are injection drug users or sex trade workers:				<input type="checkbox"/> Yes <input type="checkbox"/> No
Supporting women with all pregnancy options, including abortion:				<input type="checkbox"/> Yes <input type="checkbox"/> No
Providing service to young teens seeking birth control, or testing/treatment for STI or HIV exposure:				<input type="checkbox"/> Yes <input type="checkbox"/> No
Providing service to known HIV positive people:				<input type="checkbox"/> Yes <input type="checkbox"/> No
Providing service to people from all priority groups, including ethno-cultural, LGBTQ2S, diabetics:				<input type="checkbox"/> Yes <input type="checkbox"/> No
Providing service to people regarding the promotion of annual influenza immunization and other vaccines:				<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Resume Attached</b> <input type="checkbox"/>				
<b>REFERENCES – will not be contacted until after the interview process is complete.</b>				
<b>Name</b>	<b>Contact (phone &amp; email)</b>	<b>Occupation</b>	<b>Reference Type (personal/professional)</b>	<b>Years Known</b>
<b>We have your permission to contact these references</b> <input type="checkbox"/>				

<b>How did you hear about this position? Please specify where applicable.</b>
<ul style="list-style-type: none"> <li>• NWHU website:</li> <li>• From current employee of NWHU:</li> <li>• Classified ads:</li> <li>• Post on NWHU social media page:      Facebook      Instagram      Twitter</li> <li>• Paid advertisement on social media:      Facebook      Instagram</li> <li>• Job board, such as Indeed or LinkedIn:</li> <li>• Professional association, such as RNAO, CASPLO, ODA, CIPHI:</li> <li>• Educational Institution (college or university):</li> <li>• Others:</li> </ul>

## EMPLOYMENT UNDERSTANDING

1. **AUTHORIZATION AND RELEASE:** I authorize the Northwestern Health Unit to conduct an investigation of my qualifications for employment. I realize that the investigation may include contacting my prior employers and references and that by signing hereunder, I grant my permission to contact same and release any and all persons and parties connected with the investigation from any and all claims or damage arising from the furnishing of information as part of that investigation.
2. **PERSONAL INFORMATION:** Personal information contained on this form is collected pursuant to the *Municipal Act* and will be used for the purpose of hiring employees for the Northwestern Health Unit. Questions about this collection should be directed to the Northwestern Health Unit's Privacy Officer – 210 First Street North, Kenora, ON P9N 2K4.
3. **CRIMINAL RECORD AND VULNERABLE SECTOR CHECK:** I understand that in conjunction with my application for employment, I am required to produce a clear Criminal Record Check, and may be required to produce a clear Vulnerable Sector Check.
4. **IMMUNIZATIONS:** Public health staff promote health and protect the public against infectious diseases by making immunization and TB screening accessible. Staff immunization is a responsible step toward protecting oneself, one's family, coworkers, clients and the public. All staff are encouraged to be immunized, including influenza immunization, as recommended by the MOHLTC, in accordance with the Canadian Immunization Guide's™ recommendations, unless medically exempt. Any missing immunizations will be available to staff upon start of work with the Northwestern Health Unit.

I verify that the information I have provided on this application is true and accurate and that I am legitimately seeking employment with the Northwestern Health Unit. I understand that any omission of information requested of any false or misleading information that I provide on or in connection with this application for employment may result in rejection of my application or termination of my employment without notice or any further payment. By signing this application, I certify that I have read and agree to the terms of the above employment understanding.

PLEASE HAVE YOUR SIGNATURE WITNESSED

Date: \_\_\_\_\_

Applicant's Signature: \_\_\_\_\_ Witness: Signature: \_\_\_\_\_

*We thank all applicants for their interest, however only those selected for an interview will be contacted.*

*September, 2020*