

Malvern Condominium Property Management
Career Profile
Application Form

SECTION A: PERSONAL DATA

Name:	Street Address and Apt. Number:	City and Province:
Postal Code	Home Phone Number:	Business/Cellular Number:
	Best time to contact:	Best time to contact:
Are you legally eligible to work in Canada?	Part of a Property Managers responsibilities involve driving between sites. Do you have a valid driver's license and a vehicle to use for work purposes?	Have you ever been convicted of a criminal offence for which a pardon has not been granted?
Yes No	Yes No	Yes No

SECTION B: POST SECONDARY EDUCATION (Please do not include school names)

Community College Name of Program	Highest Grade or Level Completed	Academic achievements or awards received
Length of program	Overall Average	
Type of certificate or diplomas received		
University Major Subject	Highest Level Completed	Academic achievements or awards received
Length of program	Overall Average	



Business, Trade or Technical and Secondary School Name of Course	Length of Program	Skills Acquired
License, certificate or diploma received		
Other Training List any other career-related workshops you have attended, including name of course, date taken, and description of program. Include First Aid, C.P.R., and W.H.M.I.S training, with dates.		

SECTION C: EMPLOYMENT HISTORY

Starting with your current or most recent employer and working backwards, please provide us with the following information.

1. Name, address and telephone number of employer	Type of Business	Employed from to
List all positions held with this employer, including dates during which each position was held		
Names and title of your supervisor(s)		Reason for leaving (or considering leaving if currently employed)
Duties/responsibilities	List any significant achievements made or attained in this position	



2. Name, address and telephone number of employer		Type of Business	Employed from to
List all positions held with this employer, including dates during which each position was held			
Names and title of your supervisor(s)			Reason for leaving (or considering leaving if currently employed)
Duties/responsibilities		List any significant achievements made or attained in this position	
3. Name, address and telephone number of employer		Type of Business	Employed from to
List all positions held with this employer, including dates during which each position was held			
Names and title of your supervisor(s)			Reason for leaving (or considering leaving if currently employed)
Duties/responsibilities		List any significant achievements made or attained in this position	



SECTION D: WORK-RELATED SKILLS

Provide your response to the following questions

<p>1. Why are you considering working for Malvern Condominium Property Management?</p>
<p>2. Why are you uniquely qualified for this position?</p>
<p>3. What is your definition of Customer Service?</p>
<p>4. What are your career goals?</p>

SECTION E: COMPUTER SKILLS

Please rate yourself on your proficiency with the following software packages. You may list and rate yourself on <i>similar</i> software packages below.				
Note: 1=Have not used it 2=Minimal knowledge 3=Good working knowledge 4=Proficient				
Microsoft Word	1	2	3	4
Excel	1	2	3	4
Powerpoint	1	2	3	4
Outlook	1	2	3	4
Internet	1	2	3	4
Please list and rate yourself on any similar packages with which you have experience.				
1.	1	2	3	4
2.	1	2	3	4
3.	1	2	3	4
4.	1	2	3	4
5.	1	2	3	4

SECTION F: REFERENCES

For reference purposes, may we contact your present employer?	Yes	No
Your former employer(s)?	Yes	No
List names of <i>career-related</i> references and telephone numbers if different from those previously listed as present and former employer, noting their affiliation with you. Exclude family members and personal friends.		
1.		
2.		
3.		

SECTION G: SALARY EXPECTATIONS

Please indicate your current salary expectations:

I understand that I may be required to provide legal proof of my ability to work in Canada. Also, if a conditional offer of employment is made, I will be required to provide a satisfactory Criminal Reference Check, and to provide proof of a valid driver's license, if applicable.

I certify that the information contained in this application is true and complete, to my knowledge. I also understand that a false statement may disqualify me from my employment or cause my dismissal.

I authorize any person, educational institution, or organization I have listed as a reference, to disclose in good faith any information they may have regarding my qualifications for employment and any other reasonable and necessary information related to my application for employment.

Signature

Date

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POSITION APPLIED FOR: Property Manager

PROGRAM/LOCATION: 9140 Leslie Street, Suite 205, Richmond Hill, ON, L4B 0A9

RETURN COMPLETED FORM TO:

Hiring Manager

Malvern Condominium Property Management

9140 Leslie Street, Suite 205

Richmond Hill, ON L4B 0A9

Or email to jobs@malvern.ca

