



GRACE HOSPITAL

This form must be completed by all INTERNAL applicants wishing to apply for vacancies at Grace Hospital. Please read the form carefully and provide the requested information as clearly as possible. All applicants competing for positions requiring typing/other tests must successfully complete/pass said test(s).

POSITION APPLIED FOR: _____ VACANCY POSTING #: _____

DEPARTMENT: _____

PERSONAL INFORMATION

FULL NAME:	MR. MS	WHICH DEPARTMENT DO YOU CURRENTLY WORK IN? (PLEASE INDICATE DEPARTMENT NAME AND LOCATION IE. 4E, 3S)
ADDRESS:		
CITY / PROVINCE:		HAS YOUR ADDRESS CHANGED IN THE LAST 12 MONTHS? <input type="checkbox"/> YES <input type="checkbox"/> NO If yes, please ensure that the correct address and phone are indicated on this form.
POSTAL CODE:		
TELEPHONE (H):		
TELEPHONE (W):		

WHAT IS YOUR CURRENT WORK STATUS? TERM PERMANENT FULL TIME PART TIME CASUAL LAYOFF
ARE YOU CURRENTLY ON PROBATION? YES NO

QUALIFICATIONS

PLEASE INDICATE HOW YOUR QUALIFICATIONS AND EXPERIENCE MATCH THOSE LISTED ON THE JOB POSTER.

GRACE HOSPITAL STATEMENT

I certify that the statements made in the foregoing application are correct and I understand that any information found on this form to be false or relevant information omitted may be cause for disciplinary action. I also hereby authorize Grace Hospital or its designate(s) to contact my previous and present employer (manager, supervisor, etc.) for verification of references. **In order to aid in the human resource planning process, please inform your current manager, supervisor of your application to this position.**

The personal information which you may be requested to provide is being collected under the authority of the *Income Tax Act*, the *Citizenship Act*, the *Employment Insurance Act*, *The Employment Standards Code*, and *The Pension Benefits Act* or any other applicable legislation and/or employment procedures established by The Salvation Army Grace Hospital such as staff benefits, emergency contacts, and parking. In addition, announcements about your position and/or promotion may be shared within the organization and the community unless you advise that you do not want such information disclosed. This information is required for employment and staff benefits documentation purposes and is protected under the protection of privacy provisions of the Freedom of Information and Protection of Privacy Act (FIPPA) (as well as The Personal Health Information Act (PHIA) where applicable). If you have questions about the collection of personal information please contact the Human Resources Officer, or designate.

DATE

APPLICANT'S SIGNATURE

FOR OFFICE USE ONLY - TO BE COMPLETED BY HUMAN RESOURCE SERVICES

SENIORITY HRS:		COMMENTS:
NOT ELIGIBLE DUE TO:		

INSTRUCTIONS FOR SUBMITTING APPLICATIONS

If you wish to apply on any of the posted job opportunities, and you are currently employed at the Grace Hospital, please complete this *APPLICATION FOR INTERNAL POSTINGS* and submit it to Human Resource Services prior to the closing date and time indicated on the poster.

In order to assist in the human resource planning process, it is recommended that you inform your manager or immediate supervisor that you have applied for another position.

You will be notified in writing once the selection process has been completed.

HUMAN RESOURCE SERVICES

OFFICE HOURS

8:00 am to 4:30 pm
Monday to Friday

After hours, you may use the lockbox next to the office door to drop off correspondence and completed applications.