

WILLIAMS-SONOMA CANADA, INC.

WILLIAMS-SONOMA

POTTERY BARN

pottery barn kids

west elm

GENERAL INFORMATION

Please print in ink and provide all requested information.

An Equal Opportunity Employer

Today's Date	Social Insurance Number <small>(to be completed upon hire)</small>	Please check all that apply: <input type="checkbox"/> Full Time (30–40 hrs/week) <input type="checkbox"/> Part Time (20–29 hrs/week) <input type="checkbox"/> Casual (variable schedule) <input type="checkbox"/> Temporary (holiday or summer)	Are you at least 16 years old? <input type="checkbox"/> Yes <input type="checkbox"/> No														
Name (Last, First, Middle)		Please indicate the hours you are available to work, during both day and evening. (e.g., 9:30 am – 5:30 pm, 5 – 10 pm) <table style="width: 100%; text-align: center; border-collapse: collapse;"> <tr> <td style="border: 1px solid black; width: 14.28%;">MONDAY</td> <td style="border: 1px solid black; width: 14.28%;">TUESDAY</td> <td style="border: 1px solid black; width: 14.28%;">WEDNESDAY</td> <td style="border: 1px solid black; width: 14.28%;">THURSDAY</td> <td style="border: 1px solid black; width: 14.28%;">FRIDAY</td> <td style="border: 1px solid black; width: 14.28%;">SATURDAY</td> <td style="border: 1px solid black; width: 14.28%;">SUNDAY</td> </tr> <tr> <td style="border: 1px solid black; height: 100px;"> </td> <td style="border: 1px solid black;"> </td> <td style="border: 1px solid black;"> </td> <td style="border: 1px solid black;"> </td> <td style="border: 1px solid black;"> </td> <td style="border: 1px solid black;"> </td> <td style="border: 1px solid black;"> </td> </tr> </table> <p style="font-size: small; text-align: center;">(It is your responsibility to notify your supervisor should your availability change.)</p>		MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY							
MONDAY	TUESDAY			WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY									
Street Address																	
City, Province, Postal Code																	
Telephone (preferred)	Telephone (alternate)																
Email Address																	
Position Desired																	
Employment Location Desired																	
Preferred Salary	Date Available For Work	Have you ever applied to or worked for Williams-Sonoma Canada, Inc. or any of our brands? <i>If you have worked for our company before (Williams-Sonoma, Pottery Barn, Pottery Barn Kids, or West Elm) please state where, when, final position and reason for leaving.</i> <input type="checkbox"/> Yes _____ <input type="checkbox"/> No _____															

WORK EXPERIENCE

List your previous work experience for the last five years, beginning with your current position (or most recent position, if you are not currently employed). Do not leave any gaps in your employment history. If you need additional space, please attach additional pages.

Employer	Starting Position	Starting Salary
Address (Street, City, Province, Postal Code)	Last Position	Final Salary
Supervisor's Name / Title	Dates of Employment Start (Month/Year): End (Month/Year):	
Telephone	Reason For Leaving	Duties

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May we contact your current employer? Yes No

If no, at what point may we contact him/her? _____

ADDITIONAL WORK HISTORY INFORMATION

Yes No Have you ever been fired or forced to resign from any employment?

Yes No Have you ever been arrested for any criminal violation for which you are currently out on bail, probation, on your own recognizance or otherwise on release pending trial? (An affirmative answer will not necessarily disqualify applicant. Each case is considered individually.)

Yes No Have you ever been convicted of an indictable offense for which you have not been pardoned? (Convictions will not necessarily disqualify applicant. Each case is considered individually.)

Yes No I have reviewed the job description and I confirm that I am able to perform the essential duties or requirements of the job for which I am applying. (Williams-Sonoma Canada, Inc. will reasonably accommodate any special requirements you have in accordance with applicable human rights legislation.)

EDUCATION, TRAINING AND SKILLS

Please print name, city, and province for each school

Degree, Type of course/major

High School		
College		
Additional Education		
Additional Training		

Computer Skills

- Hardware _____

 Software _____

Other Skills — Please list any additional job skills that you believe would be relevant to the position for which you are applying. Please also list those foreign languages in which you are proficient and describe the level of proficiency.

- _____

PROFESSIONAL REFERENCES

Name of Reference (not a relative)		Name of Reference (not a relative)	
Street Address		Street Address	
City, Province, Postal Code		City, Province, Postal Code	
Telephone	Job Title	Telephone	Job Title
What is the relationship and how long have you known reference?		What is the relationship and how long have you known reference?	

REFERRAL SOURCE

Please check all that apply:

- Associate Referral (list name) _____
 Community Organization (list name) _____
 School/College _____

- Walk-in Applicant _____
 Internet (list website) _____
 Newspaper Ad (list website) _____
 Other (please detail) _____

APPLICANT'S STATEMENT

If I become employed, I agree to abide by the rules and regulations of Williams-Sonoma Canada, Inc. I understand that personnel policies, programs and procedures may exist and be changed from time to time. All of the information I have supplied in this application is a true and complete statement of the facts and, if employed, I agree that any false statement, misrepresentation or omission

may result in my immediate dismissal. I further authorize Williams-Sonoma Canada, Inc. to contact all of my previous employers, educational institutions and references for full information regarding my employment history and for other information pertinent to my application.

Signature _____

Date _____