

Introduction to ESP Application Form

Thank you for your interest in completing Fraser Health's Introduction to ESP course. Please submit the completed form, along with a cover letter and resume to StaffingEducation@fraserhealth.ca

Applicant Information				
First Name		Last Name		
Address				
City		Province		Postal Code
Email		Phone Number		
Do you identify as an Indigenous person of Canada?		<input type="checkbox"/> Yes	<input type="checkbox"/> No	

Prior Education			
Completed Grade 12 or Equivalent		<input type="checkbox"/> Yes	<input type="checkbox"/> No
Post Secondary Education		<input type="checkbox"/> Yes	<input type="checkbox"/> No
If Yes, Details:			
Name of Institution		Location	
Years/Dates Attended		Degree & Major	

Employment Experience			
Customer Service Experience		<input type="checkbox"/> Yes	<input type="checkbox"/> No
In 250 words or less, provide an example that showcases your customer service experience:			
Staffing Experience		<input type="checkbox"/> Yes	<input type="checkbox"/> No
In 250 words or less, provide an example that showcases your staffing experience:			
Scheduling Experience		<input type="checkbox"/> Yes	<input type="checkbox"/> No
In 250 words or less, provide an example that showcases your scheduling experience:			
Timekeeping Experience		<input type="checkbox"/> Yes	<input type="checkbox"/> No
In 250 words or less, provide an example that showcases your timekeeping experience:			

Key Competencies	
Ability to communicate effectively verbally	<input type="checkbox"/> Yes <input type="checkbox"/> No
In 250 words or less, provide an example that showcases your ability to communicate effectively verbally:	
Ability to communicate effectively in writing	<input type="checkbox"/> Yes <input type="checkbox"/> No
In 250 words or less, provide an example that showcases your ability to communicate effectively in writing:	
Ability to work with others effectively	<input type="checkbox"/> Yes <input type="checkbox"/> No
In 250 words or less, provide an example that showcases your ability to work with others effectively:	
Ability to organize your work	<input type="checkbox"/> Yes <input type="checkbox"/> No
In 250 words or less, provide an example that showcases your ability to organize your work:	

Ability to operate related equipment/tools				
Ability to type 40 wpm or faster			<input type="checkbox"/> Yes	<input type="checkbox"/> No
Microsoft Outlook proficiency	<input type="checkbox"/> Beginner	<input type="checkbox"/> Intermediate	<input type="checkbox"/> Advanced	<input type="checkbox"/> Never used before
Microsoft Word proficiency	<input type="checkbox"/> Beginner	<input type="checkbox"/> Intermediate	<input type="checkbox"/> Advanced	<input type="checkbox"/> Never used before
Microsoft Excel proficiency	<input type="checkbox"/> Beginner	<input type="checkbox"/> Intermediate	<input type="checkbox"/> Advanced	<input type="checkbox"/> Never used before

References

As per Fraser Health References policy, we will require references from one current manager and/or one additional manager/supervisor from a previous employer within the last five years. If you have completed a related educational program within the last year, we can also use an instructor from your final placement.

Reference 1: Current Manager			
First and Last Name		Organization	
Job Title		Dates Supervised	
Email		Phone Number	

Reference 2: Previous Manager (within the last 5 years)			
First and Last Name		Organization	
Job Title		Dates Supervised	
Email		Phone Number	

Reference 3: Instructor (within the last year)			
First and Last Name		Organization	
Job Title		Dates Supervised	
Email		Phone Number	