



Application for Employment

- IBM is committed to provide appropriate protection for your personal data. Data collected on this application for employment may be used by IBM Canada Ltd., its affiliates and authorized service providers (wherever located) for the following purposes: to consider your application for employment, to verify your educational achievements and employment experience, to communicate with you in connection with your application and, if applicable, to make you an offer of employment.
- You are not required to provide IBM with any information indicative of race, religion, colour, place of origin, ethnic origin, age, sex, sexual orientation, citizenship, marital status or physical disability.**
- Persons under the age of 16 are not eligible to complete this Application for Employment.**

Personal Data

Please Print in Dark Ink or Type

Name _____
Surname First Middle

Preferred First Name if different from above _____

Present Address _____
Street, P.O. Box Apt. City Prov. Postal Code

Permanent Address _____
(if different from above) Street, P.O. Box Apt. City Prov. Postal Code

Telephone Number: Present Address _____ Permanent Address _____ Business _____
Area Code Number Area Code Number Area Code Number

Email Address _____

Are you under the age of 18 years? ☐ Yes ☐ No

If yes, indicate your birth date _____ (MM/DD/YYYY)

Are you a Canadian citizen/Permanent Resident of Canada? ☐ Yes ☐ No

IF NOT, EXPLAIN _____

Have you ever been convicted of a criminal offense for which a pardon has not been granted?
(Note: A criminal record may not necessarily disqualify you from employment.) ☐ Yes ☐ No

Are you under any restrictions, contractual or otherwise, from previous employers that may interfere with employment with IBM Canada? If so, explain (and attach a copy of the contract, if any).
(Examples include non-competition and non-solicitation clauses) ☐ Yes ☐ No _____

Are you subject to any confidentiality agreements? ☐ Yes ☐ No

Do you have any developments to declare?
(Developments refer to developments made prior to employment with IBM) ☐ Yes ☐ No

Have you worked for the Government, whether as a civilian employee or member of the military? ☐ Yes ☐ No

If yes, you hereby confirm that in your duties as a government employee, you have no matters involving IBM, or if you do, that you have, or will - if selected for interview, officially withdraw from participating in those matters while you are discussing potential employment with IBM. ☐ Yes ☐ No

Your Job Requirements

Type of Work Desired Salary Desired \$ Per

Work Location Desired

If you were asked to consider employment at another IBM location, do you have geographic preference? ☐ Yes ☐ No ☐ Would not consider another location

If Yes, please specify 1. _____ 2. _____

The following conditions may be required at some point in a job assignment. Are you able to satisfy the following work conditions and schedules?

- a. Shift Work? ☐ Yes ☐ No d. Work Schedule that includes ☐ Yes ☐ No
b. Overtime Work? ☐ Yes ☐ No Saturday and Sunday?
c. Rotational Work Schedule? ☐ Yes ☐ No

When could you be available to begin work? _____

Check appropriate box for type of employment desired

☐ Regular ☐ Temporary ☐ Part-Time ☐ Student Supplemental ☐ Coop ☐ IIP / PEY

Have you ever been employed by IBM's family of companies or any IBM subsidiary?

☐ Yes ☐ No If yes, when? _____ Location _____

(IBM is a global organization and we may also exchange your information with our subsidiaries and affiliates for their employment consideration.)

Source of Contact with IBM

(Please Check)

☐ Advertisement _____ ☐ Agency _____
Name of Publication Name

☐ Campus Recruiting Referred By: ☐ IBM Employee (name _____) ☐ IBM Homepage / Internet ☐ Other

OPTIONAL

Education and Training Please provide complete information for all formal education received even if a resumé has already been submitted.

SECONDARY/HIGH SCHOOL

Name of school _____

Last grade successfully completed _____ Graduation diploma obtained ☐ Yes ☐ No

POST SECONDARY

(University, College, Technical Institute, Vocational, Post-Diploma, C.E.G.E.P., other)

	Date Attended		Graduated?		Major Subject or Course of Specialization	Final Yr Avg, GPA, % or Letter Grade
	From	To	Yes	No		
Name of School: _____ Location: _____ No. Years successfully completed: _____ Degree <input type="checkbox"/> Diploma <input type="checkbox"/> Certificate <input type="checkbox"/> Other <input type="checkbox"/> Program (e.g. BSc, MBA, IT, etc.): _____ If not yet graduated, indicate current year of program: _____ (Expected) Grad Date: _____ Part Time <input type="checkbox"/> Full Time <input type="checkbox"/>	Mo./Yr.	Mo./Yr.				
Name of School: _____ Location: _____ No. Years successfully completed: _____ Degree <input type="checkbox"/> Diploma <input type="checkbox"/> Certificate <input type="checkbox"/> Other <input type="checkbox"/> Program (e.g. BSc, MBA, IT, etc.): _____ If not yet graduated, indicate current year of program: _____ (Expected) Grad Date: _____ Part Time <input type="checkbox"/> Full Time <input type="checkbox"/>	Mo./Yr.	Mo./Yr.				

PROFESSIONAL DESIGNATION

(CA, CMA, CGA, P.Eng, other)

Specific Designation: _____ Year Received/Expected: _____

Languages

☐ ENGLISH only☐ FRENCH only☐ Other _____☐ ENGLISH with fluent FRENCH☐ FRENCH with fluent ENGLISH

Employment Experience

Please complete all items even if you have provided a resume.

Please list your job history for the past **five** years (or last **five** employers). **Start with your present status** and note any periods in which you were not employed. Include Canadian military service (show ranking at discharge), previous IBM experience, summer/part-time jobs, and cooperative education assignments. Salary information may be excluded at your discretion.

Company Name and Address	Dates Employed		Base Rate of Pay Optional	Position Title and Description of Duties - Name and Title of Present or Last Supervisor	Reason for Leaving
	Month	Year			
Name	From		Starting		
			\$ Per		
Address	To		Final		
			\$ Per		
Name	From		Starting		
			\$ Per		
Address	To		Final		
			\$ Per		

Company Name and Address	Dates Employed Month Year	Base Rate of Pay Optional	Position Title and Description of Duties - Name and Title of Present or Last Supervisor	Reason for Leaving
Name _____	From _____	Starting _____		
		\$ _____ Per _____		
Address _____	To _____	Final _____		
		\$ _____ Per _____		
<hr/>				
Name _____	From _____	Starting _____		
		\$ _____ Per _____		
Address _____	To _____	Final _____		
		\$ _____ Per _____		
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Name _____	From _____	Starting _____		
		\$ _____ Per _____		
Address _____	To _____	Final _____		
		\$ _____ Per _____		
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Do you have any objections to our contacting your present employer to verify the information above?

☐ **No, you may contact anytime.**

☐ **Do not contact now; you may contact at a later date. (Please specify, e.g. after acceptance of offer or a specific date if appropriate.)**

Name: _____ **Area Code** _____ **Phone Number** _____ **Contact Date** _____

Achievements

Please list academic honours, scholarships or fellowships and memberships in academic honorary societies you consider significant, as well as thesis, significant research activity, patents or copyrights.

Please read the following statements carefully; they constitute conditions for employment with IBM. I understand and agree that:

- To the best of my knowledge, the information I provided both verbally and on my resume/application form is complete and accurate in every respect. Any material misrepresentation or deliberate omission of a fact in my application will be justification for refusal of employment, or if employed, just cause for termination from IBM employment.
- The persons, schools, current employer (if approved by me in the Employment Experience section) and other organizations or employers named in this application are authorized by me to verify information I have provided and to provide IBM and its agents with any relevant information that may be required to arrive at an employment decision.
- If there are any medical restrictions that relate to your ability to perform a job or series of jobs, those work restrictions must be communicated to IBM Occupational Health Services. IBM will make reasonable efforts to accommodate an applicant's medical condition to enable him/her to perform the job without jeopardizing his/her own well being or that of the other employees. If an individual's medical restrictions cannot be reasonably accommodated after all alternatives are considered, that individual may not be hired, or if employed, may be released from IBM.
- As part of the hiring process at IBM, and as a routine part of IBM's ongoing employment process, IBM may procure or have prepared an investigative report to verify all of the personal information I have provided. These investigations are conducted by IBM and /or its authorized agents. I hereby consent, authorize and direct IBM's authorized agents to release to IBM and /or its authorized agents personal information in order to investigate my criminal record and driving record (only if the position I am being considered for at IBM requires me to drive a motor vehicle). I hereby release IBM and its authorized agents from any liability for supplying or collecting such information to make such investigations.
- Although management considers individual preferences, business needs may at times make the following conditions mandatory: overtime, shift work, a rotating work schedule, a work schedule that includes Saturday and Sunday, travel and geographical relocation. If employed, I understand and accept these as conditions of my continuing employment.
- If employed: I shall make application for security clearance or co-operate in security clearance checks, if it is requested; I shall sign the Agreement Regarding Confidential Information, Intellectual Property and Other Matters. (This Agreement commits me not to divulge any confidential information gained through non-IBM previous employment and to protect IBM confidential information once employed. This Agreement also assigns to IBM the entire right, title and interest in inventions, designs, computer programs, ideas or works of authorship in certain categories developed while in IBM's employ.) Further, I agree, if employed, to abide by all company rules and regulations including the Business Conduct Guidelines.

Name (Print)

Signature of Applicant

Date