



11391844 Canada Ltd.  
o/a The Little Donut Bakery  
7 Templeside Bay NE  
Calgary, AB T1Y 3L6

(587) 222-1685  
thelittledonutbakery@outlook.com

## Part-Time Employment Application & Contract

*Please print this form and complete all fields legibly.*

*You may scan and email the completed form to the email address above or bring it with you to your in-person interview. Unreadable, incomplete or unsigned applications will not be accepted.*

### Contact Information

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Birthdate (MM/DD/YY) \_\_\_\_\_ Age: \_\_\_\_\_ SIN # \_\_\_\_\_

Address: *You must enter a complete address for mailing your paycheque and a T4 next January, if applicable.*

\_\_\_\_\_  
Unit #, street number, street

\_\_\_\_\_  
City, province

\_\_\_\_\_  
Postal code

Phone number: \_\_\_\_\_ Can we text this number (Y/N)? \_\_\_\_\_

Email address: \_\_\_\_\_

Emergency Contact Name: \_\_\_\_\_ Emergency Contact Number: \_\_\_\_\_

Relationship to you: \_\_\_\_\_

If you are **under 18 years old**, print the name, phone number and/or email address of your parent or legal guardian if different than above: \_\_\_\_\_

BC & SK applicants under 16: Parental Consent Form attached (signed by parent/legal guardian) \_\_\_\_\_

### Previous Experience Information

Have you worked for us before? (Y/N) \_\_\_\_\_ Is this your first paid job? (Y/N) \_\_\_\_\_

List any relevant work or volunteer history (food service, cashiering, supervising, cleaning, IT, mechanical – be specific)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please list any relevant training certifications (i.e., food handlers' safety, First Aid) and expiry date (if applicable):

---

---

**Schedule Information**

Please fill in the table below with the hours that you are available to work (*Fridays, Saturdays and Sundays are mandatory.*)

	MONDAYS	TUESDAYS	WEDNESDAYS	THURSDAYS	FRIDAYS	SATURDAYS	SUNDAYS
I can start work at:							
I have to be done work at:							

Do you require any days off during the event? If so, for what purpose?

---

---

Do you currently have another job? If so, where at?

---

What is your schedule **at your other job?** (Do not complete if you do not have another job)

	MONDAYS	TUESDAYS	WEDNESDAYS	THURSDAYS	FRIDAYS	SATURDAYS	SUNDAYS
I start work at:							
I am finished at:							

Are you able to work past midnight? (*Please note Alberta employees under 18 are not eligible to work past 12 am.*)

---

What means of transportation will you be using to get to and from work?

---

---

Do you have any medical conditions, family circumstances, or other special considerations that may affect your ability to do the job that you want us to be aware of? Please note you are not required to disclose this information, but we cannot accommodate what we don't know about.

---

---

How did you hear about us?

---

T-Shirt Size (M / L / XL) \_\_\_\_\_

---

## Employment Terms and Conditions

### I AGREE AND CERTIFY:

- 1) I am legally able to work in Canada, and if under the age of 18, that my parent/legal guardian consents to this employment.
- 2) I understand that I have the rights to know the hazards of my work and to refuse unsafe work, and that I have the responsibility to I conduct myself in a safe manner according to my training and observe the safety and dress codes at all times. Failure to do so may result in immediate dismissal.
- 3) I have reviewed the Policy Guide and I agree that I am able and willing to fulfill the requirements of the job position, and will follow all company policies and rules in the Policy Guide and as instructed by my supervisors. I understand that failure to comply with the company's rules and policies will result in termination or my being sent home without pay.
- 4) I understand that I will be provided on-the-job training and am required to attend an in-person safety orientation, including potential job-related hazards and controls, prior to starting work. I also understand that completion of an approved food safety training course may be required and if so, that I must provide a valid certificate of approved training prior to starting work, and to keep proof of my certificate with me at all times.
- 5) I agree to follow all rules and regulations that apply to the event site, and I will refrain from all illegal activities while on site, and that any disciplinary action taken by event staff due to my conduct will result in my dismissal.
- 6) I understand that while I am on duty or wearing my uniform, I represent The Little Donut Bakery and the event I am working at, and shall behave in a professional manner to my managers, co-workers, customers, fair staff, and others.
- 7) I agree to keep confidential all aspects of the company's operations, property, equipment, procedures, trade secrets, and any other corporate information to which I may learn, observe or otherwise be party to. Disclosure, theft, copying, duplicating or any other misuse of company information may be grounds for immediate dismissal.
- 8) I agree to not use any company logos, references, or imagery, or any photographic, video or other digital content that relates to the company in any way, in my social media activity, without the owners' permission.
- 9) I agree to be paid the minimum wage as mandated by my province, and that I may be eligible for wage premiums or bonuses based on event completion, availability, and performance that shall be at the sole discretion of my supervisors.
- 10) I understand that, due to unforeseen circumstances including weather, my schedule may be changed.
- 11) I understand that failure to complete my assigned schedule, and/or losing, damaging, or misuse of my uniform or admission pass may result in forfeiting bonuses and wage premiums.
- 12) My employment shall be governed by applicable employment laws and labour standards.

---

Signature

---

Date

---

Print Name

### OFFICE USE ONLY

Training Certificate – Expiry Date:	
Comments:	