##

Applicant # \_\_\_\_\_\_\_\_\_\_\_

FOR OFFICE USE ONLY

## *CUPE NATIONAL REPRESENTATIVE*

## *APPLICATION FOR EMPLOYMENT*

## This form is designed to be completed electronically or by

## hand and may be returned by e-mail or regular mail.

|  |  |
| --- | --- |
| **Date:** |       |

|  |
| --- |
| PERSONAL INFORMATION |
| Mr. [ ]  Mrs. [ ]  Ms. [ ]  Miss [ ]   |
| **Name:** |       |       |
|  First | Last |
| **Address:** |       |       |
|  Street Address | Apartment/Unit # |
|  |       |       |       |
|  City | Province | Postal Code |
| **Phone #:** | Home: | (     )       |  Work: | (     )       |
|  | Cell: | (     )       |  E-mail:  |       |
| **Local No. (if a CUPE member):** |       |
| **Do you have a valid driver’s license:** Yes [ ]  No [ ]  |
| **Are you willing to relocate:** Yes [ ]  No [ ]  |
|  |
| LANGUAGE AND WORK RELATED SKILLS |
| Are you capable of working proficiently in the following language(s)? |
| **Language** | Spoken | **Read** | Written |
|  English | Yes [ ]  No [ ]  | Yes [ ]  No [ ]  | Yes [ ]  No [ ]  |
|  French | Yes [ ]  No [ ]  | Yes [ ]  No [ ]  | Yes [ ]  No [ ]  |
|  Other:       | Yes [ ]  No [ ]  | Yes [ ]  No [ ]  | Yes [ ]  No [ ]  |
|  Other:       | Yes [ ]  No [ ]  | Yes [ ]  No [ ]  | Yes [ ]  No [ ]  |

|  |
| --- |
| PRACTICAL / TECHNICAL SKILLS |
|  | **Yes** | **No** | **English** | **French** |
| Microsoft Word | [ ]  | [ ]  | [ ]  | [ ]  |
| Microsoft Excel | [ ]  | [ ]  | [ ]  | [ ]  |
| Microsoft Outlook | [ ]  | [ ]  | [ ]  | [ ]  |
| Internet Explorer | [ ]  | [ ]  | [ ]  | [ ]  |
| PowerPoint | [ ]  | [ ]  | [ ]  | [ ]  |
| MS Access | [ ]  | [ ]  | [ ]  | [ ]  |
| MS Project | [ ]  | [ ]  | [ ]  | [ ]  |
| Specify other software used, practical skills or equipment used |       |
|  |       |
|  |       |
|  |       |
|  |
| HISTORY OF EDUCATION |
|  | Name of Institution | **Last Grade Completed** | **Program of Study** | Grad Year |
| Secondary |       |       |       |       |
| Business College |  |       |       |       |
| College |  |       |       |       |
| CEGEP |       |       |       |       |
| University |       |       |       |       |
| Are you currently enrolled in a program? If yes, elaborate. |       |       |       |       |
| Other |       |       |       |       |

|  |
| --- |
| EMPLOYMENT HISTORY |
|  *State current or last employment first and follow in order,*  *giving complete record.* |
| Name of Current/ Last Employer: |       |
| Address: |       |
| Duration: |       |
| Your position/title: |       |
| Describe your work experience in this position, including skills and responsibilities: |       |
|  |
| Name of Employer: |       |
| Address: |       |
| Duration: |       |
| Your position/title: |       |
| Describe your work experience in this position, including skills and responsibilities: |       |

|  |
| --- |
| CUPE INTERVIEW / ASSESSMENT QUESTIONNAIRE |
| 1. **Please outline all positions (elected or volunteered) you have held in your local, CUPE or other labour bodies, committees, etc. Please be as specific and detailed as possible. Include year and length of time in each position.**
 |
| **UNION POSITION HELD** | **FROM** | **TO** |
| 1.       |       |       |
| 2.       |       |       |
| 3.       |       |       |
| 4.       |       |       |
| 5.       |       |       |
| 6.       |       |       |
|       |       |       |

|  |
| --- |
| 1. **Please outline your experience on the following areas from (a) to (i).**

 **Be specific and as detailed as possible, and include time and dates.** |

|  |
| --- |
| 1. Experience in negotiations:
 |
| 1. |       |
| 2. |       |
| 3. |       |
| 4. |       |

|  |
| --- |
| 1. Experience in strikes and lock-outs:
 |
| 1. |       |
| 2. |       |
| 3. |       |
| 4. |       |
|  |
| (c) Experience in grievance preparation, presentation and settlement: |
| 1. |       |
| 2. |       |
| 3. |       |
| 4. |       |
| 1. Experience in arbitration preparation and presentation:
 |
| 1. |       |
| 2. |       |
| 3. |       |
| 4. |       |

|  |
| --- |
| 1. Communication experience
2. Public speaking, writing or presenting of briefs to boards, commissions, etc.:
 |
| 1. |       |
| 2. |       |
| 3. |       |
| 4. |       |
| 1. Communication experience (continued)
2. Use of media (print, TV or radio), social media (blogs, Facebook or Twitter):
 |
| 1. |       |
| 2. |       |
| 3. |       |
| 4. |       |

|  |
| --- |
| 1. Organizing experience, re: certifications and obtaining bargaining rights for new

 members and restructuring and representation votes: |
| 1. |       |
| 2. |       |
| 3. |       |
| 4. |       |
| 1. Experience working on equity-seeking issues:
 |
| 1. |       |
| 2. |       |
| 3. |       |
| 4. |       |
| 1. Experience in election campaigns (Federal, Provincial and Municipal):
 |
| 1. |       |
| 2. |       |
| 3. |       |
| 4. |       |
| 1. Experience in political action and lobbying:
 |
| 1. |       |
| 2. |       |
| 3. |       |
| 4. |       |

|  |
| --- |
| **3. Please check off with CUPE courses you have completed:** |
|

|  |
| --- |
| **GETTING INVOLVED** |
| Introduction to CUPE | [ ]  | Young Leaders | [ ]  |
| Know your Rights | [ ]  | Resolving Conflict | [ ]  |
| Saying No to Harassment | [ ]  | Privatization | [ ]  |
| Learning from the Past | [ ]  | Getting Involved in Elections | [ ]  |
| An Introduction to CUPE for Aboriginal Members/Learning About First People | [ ]  | Union Supervisors in the Workplace | [ ]  |
| Pride | [ ]  | Combating Workplace Bullying | [ ]  |

 |
|  |
|

|  |
| --- |
| **UNION OFFICER TRAINING** |
| Secretary-Treasurers/Financial Officers | [ ]  | Strategic Planning | [ ]  |
| Local Union Trustees | [ ]  | Running an Effective Meeting/Parliamentary Procedures | [ ]  |
| Basic Effective Stewarding | [ ]  | Facing Management | [ ]  |
| Advance Effective Stewarding | [ ]  | Communications: Facing the Media | [ ]  |
| Recording Secretaries | [ ]  | Communications: Newsletter Writing | [ ]  |
| Effective Leadership | [ ]  |  |

 |
|  |
|

|  |
| --- |
| **PERSONAL SKILLS** |
| Assertiveness Training | [ ]  | Public Speaking | [ ]  |
| Face-to-Face Communication | [ ]  | Retirement Planning | [ ]  |

 |
|  |
|

|  |
| --- |
| **DIVERSITY AND INCLUSION** |
| Women Breaking Barriers | [ ]  | Involving Young Members | [ ]  |
| Women Speaking Up | [ ]  | Creating Racial Justice | [ ]  |
| Up with Women’s Wage | [ ]  |  |

 |

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|

|  |
| --- |
| **COLLECTIVE BARGAINING** |
| Bargaining for Equality | [ ]  | Collective Bargaining - Bargaining Skills | [ ]  |
| Collective Bargaining - Preparing for Bargaining | [ ]  | Collective Bargaining - Weeklong Workshop | [ ]  |

 |
|  |
|

|  |
| --- |
| **BUILDING LEGAL SKILLS** |
| Labour Law | [ ]  | Arbitration | [ ]  |

 |
|  |
|

|  |
| --- |
| **JOB EVALUATION** |
| Job Evaluation - Introduction | [ ]  | Job Evaluation - Maintenance | [ ]  |
| Job Evaluation - Advanced | [ ]  |  |  |

 |
|  |
|

|  |
| --- |
| **PENSIONS AND BENEFITS** |
| Pensions - An Introduction | [ ]  | Evaluating Benefit Plans | [ ]  |
| Pensions - Building Pensions Activism | [ ]  | Responding to the Attackon Sick Leave Entitlement | [ ]  |
| Pensions - Trustees | [ ]  |  |

 |
|  |
|

|  |
| --- |
| **BUILDING LOCAL UNIONS** |
| Building Strong Local Unions | [ ]  | Communicating CUPE | [ ]  |
| Literacy in the Workplace | [ ]  | Building a Website for your Local | [ ]  |
| Say What You Mean | [ ]  |  |

 |
|  |
|

|  |
| --- |
| **BUILDING A SAFER WORKPLACE** |
| Occupational Health and Safety | [ ]  | Workload Relief | [ ]  |
| Occupational Health and Safety - Specialized | [ ]  | Violence in the Workplace:From Awareness to Action | [ ]  |
| Workers’ Compensation | [ ]  | Asbestos in the Workplace | [ ]  |
| Stress in the Workplace | [ ]  |  |

 |

|  |
| --- |
| **Please outline, in as much detail as possible, any other labour education or training courses not identified above that you have taken including courses at the Labour** **College of Canada or labour courses taken at a community college or university:** |
|  |
| 1. |       |
| 2. |       |
| 3. |       |
| 4. |       |
| 5. |       |
| 6. |       |
|  |

|  |
| --- |
| REFERENCES |
|  **Please provide two references, one of which should be a member of a trade union:** |
| **Name:** |       |       |
|  First | Last |
| **Title:** |       |
| **Union:** |       |
| **Business****Address:** |       |
|  Street Address |
|       |       |       |
|  City | Province | Postal Code |
| **Phone #:** | Work: | (     )       | Home: | (     )       |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|

|  |  |  |
| --- | --- | --- |
| **Name:** |       |       |
|  First | Last |
| **Title:** |       |
| **Union:** |       |
| **Business****Address:** |       |
|  Street Address |  |
|       |       |       |
|  City | Province | Postal Code |
| **Phone #:** | Work: | (     )       | Home: | (     )       |

 |

|  |  |
| --- | --- |
| **Please return to:** | Managing DirectorOrganizing and Regional Services DepartmentCanadian Union of Public Employees1375 St. Laurent Blvd.Ottawa, ON K1G 0Z7Tel: (613) 237-1590 Fax: (613) 237-5508ORS@cupe.ca |
| ***CUPE is committed to employment equity and encourages applications*** ***from women and men (regardless of sexual orientation), visible minorities,******Aboriginal people and persons with disabilities.*** |


# SELF-IDENTIFICATION FORM

|  |
| --- |
|  |
| We are asking for the following information to gain an understanding of the diversity of members who apply for National Representative positions. Providing this information is voluntary, and any information provided will be kept confidential. This information is consolidated into an annual aggregate report to ensure we are performing due diligence with respect to reaching all members.  |
| I am: | [ ]  Male [ ]  Female |
|  |
| I am by virtue of my race or colour a member of a racialized group (visible minority) in Canada. | [ ]  | YES | [ ]  | NO |
|  |
| I am an indigenous (Aboriginal) person of North America. Aboriginal people are persons in Canada who identify themselves to be First Nations, Inuit or Métis. | [ ]  | YES | [ ]  | NO |
|  |
| I have a disability. That is, a persistent or recurring physical, mental, psychiatric, sensory, developmental or learning impairment and I consider myself to be disadvantaged in employment by reason of that impairment. | [ ]  | YES | [ ]  | NO |
|  |
| I consider myself a young worker. A young worker is 30 years of age or younger. | [ ]  | YES | [ ]  | NO |
|  |
|  |
| I am: |  [ ]  gay  | [ ]  heterosexual |
|  |  [ ]  lesbian  | [ ]  transsexual |
|  |  [ ]  bisexual |

|  |
| --- |
| :dc/cope / May 3, 2010 G:/applications and tests/rep interview information/applicationform&self-identificationEnglish |