



APPLICATION FOR EMPLOYMENT PACKAGE

RECRUITING AND RETENTION

PTC Construction Ltd. (hereinafter "PTC" or the "Company") has made the commitment to source and train the right individuals to strengthen our construction teams. A clear understanding of your experience will aid us in attempting to find you a position that best meets your qualifications and needs.

Personal Information

Last Name _____ First Name _____ Middle Initial _____

Address _____

City _____ Province _____ Postal Code _____

Home Phone Number _____ Cell Phone Number _____

SIN _____

Email Address _____

Basic Information

Application Date _____ Hours of Work: ___ Full Time ___ Part Time

Position Applied for: _____ Expected pay range: _____ / month

Were you referred by a current PTC employee? Yes ___ No ___ if yes, please provide name _____

Have you previously worked for any of these companies in the past?

PTC ___ Paterson Grain _____ Truck Freight International Ltd. _____

If yes, when? _____

Do you have a valid driver's license? Yes ___ No ___ Class _____

Have you been involved in any motor vehicle accidents in the past three years? Yes ___ No ___

If yes, please explain _____

Have you been convicted of any traffic violations in the past three years? Yes ___ No ___

If yes, please explain _____

Have you been convicted of a crime for which you have not yet received a pardon? Yes ___ No ___

If yes, please explain _____



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Employment History – For the past 5 years

Begin with your present / current employer and work backwards in order, listing all of your employers, training programs, periods of military service, self-employment and unemployment for the last 5 years. All time must be accounted for. Should more space be required please attach same to this application form.

| | |
|--|--------------------------|
| Dates of Employment _____ / _____ to _____ / _____ | Position Held: _____ |
| Employer: _____ | Supervisor's Name: _____ |
| Address: _____ | Phone #: _____ |
| Avg Monthly Earnings: \$ _____ | Contact Email: _____ |
| Reason for Leaving: _____ | |

Period of Unemployment (if any) Date: _____

| | |
|--|--------------------------|
| Dates of Employment _____ / _____ to _____ / _____ | Position Held: _____ |
| Employer: _____ | Supervisor's Name: _____ |
| Address: _____ | Phone #: _____ |
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| Dates of Employment _____ / _____ to _____ / _____ | Position Held: _____ |
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Period of Unemployment (if any) Date: _____



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Dates of Employment _____ / _____ to _____ / _____ Position Held: _____
Employer: _____ Supervisor's Name: _____
Address: _____ Phone #: _____
Avg Monthly Earnings: \$ _____ Contact Email: _____
Reason for Leaving: _____

Period of Unemployment (if any) Date: _____

Job Requirement Information

Positions at PTC (excluding purely administrative positions) include the following job duties and will require you to work in the following conditions:

- Working a rotation of up to 10 days on / 4 days off, working 10-12 hours per day, as required
- Travelling within Manitoba, Saskatchewan, and Alberta
- Working at heights
- Working in a variety of conditions (wet, muddy, dry, dusty, hot, cold, rain, snow, etc)
- Working at physically demanding jobs which may require and is not limited to:
 - Carrying heavy objects (lifting up to 23 kg unassisted)
 - Bending to pick-up tools or material, pour cement, make or strip cement forms, or other common tasks to a construction site
 - Hammering using standard tools such as a claw or sledgehammer
 - Kneeling for extended periods of time
 - Reaching while doing tasks such as iron work or load placement using cranes
 - Climbing stairs and ladders
 - Shoveling dirt, sand, or mud
- Working with a variety of hand & power tools
- Working around heavy equipment
- Working in trenches 1.2 – 8 meters deep
- Working in confined spaces
- Exposure to dust associated with the operation of an agri-business
- Working diligently under tight time constraints

Are you safely able to physically perform the above job duties? Yes _____ No _____ if no, please explain

Is there any condition/reason that may impact/limit your ability to perform the intended work? Yes _____ No _____ if yes, please explain



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Have you ever been injured while at work? Yes _____ No _____ if yes, please explain the type of injury sustained and the amount of time missed due to injury/illness

All positions at PTC are Safety Critical positions. Accordingly, the Company has a zero tolerance for any substances, legal or illegal, which would cause impairment to being able to perform work safely. Are you currently taking anything that could cause impairment to the performance of the job duties noted above? Yes ___ No ___ if yes, please explain

All positions at PTC require the use of personal protective equipment (PPE). Is there any reason why you cannot wear PPE? Yes _____ No _____ if yes, please explain

Acknowledgment:

It is agreed and understood that the answers to the foregoing questions are true and correct, and that any misrepresentation of information given above shall be considered an act of dishonesty.

The applicant agrees to work according to all safety regulations, policies and procedures as required by the Company or regulatory authority having jurisdiction for the worksite and agrees that failure to do so may result in disciplinary action up to termination of employment for just cause. The applicant further agrees that in the event of a safety incident involving the applicant, and in other circumstances in accordance with the Company's Fitness for Duty Policy, the Company may request a drug and alcohol test, all in accordance with the Company's Fitness for Duty Policy.

It is agreed and understood that the employer, or their agents, may investigate the applicants background to ascertain any and all information of concern to applicant's record, whether same is of record or not, and applicant releases employers and persons named herein from all liability of any damages on account to their furnishing such information.

The applicant agrees to furnish such additional information and complete such examinations as may be required to complete his/her employment file. It is agreed and understood that this application for employment in no way obligates the employer to employ the applicant. It is agreed and understood that if hired, the employee may be on a probationary period during which time he/she may be discharged without notice or recourse.

Applicant Signature:

Date:



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Consent to Disclose

Employment History

I _____, declare that the information presented above, on my resume, and application form, and information provided verbally by me to PTC is complete and accurate. I understand that a false statement provides grounds to disqualify me from employment and/or give the Company just cause for my dismissal if I am employed by it.

I understand that a condition of employment with PTC is the completion of a background check, which will include the following:

- a) Verification of my employment background and history from any source and of all data provided on my resume and/or application.
- b) A check of criminal records for which a pardon has not been granted, and conditional and absolute discharges, which have not been removed from the Canadian Police Information Center system in accordance with the Criminal Records Act.
- c) Driver record check for applicants applying for a position requiring a valid driver's license.

A criminal conviction will not necessarily disqualify a candidate and only convictions relevant to the position applied for will be considered. I consent to the above information arising from the background check being collected for the purpose of conducting pre-employment due-diligence screening or where I am or have been employed, for the purpose of determining my suitability to perform security sensitive services. I understand that the Company will use the results of the background check for the purpose of conducting pre-employment due-diligence screening or where I am or have been employed, of screening my suitability to perform security sensitive services.

Where this information is being collected for the purpose of conducting pre-employment due-diligence screening, and if I am hired, I consent to the information being transferred to my employee file for the purpose of the employment relationship. If I am already employed by the Company, I consent to the information being transferred to my employee file for the purpose of the employment relationship.

I agree that the Company may periodically update the background check and I agree that I shall immediately inform the Company of any conviction for a criminal offense arising subsequently to completion of the initial background check. I hereby authorize the holder(s) of the information relating to the background check, including any updates thereof as provided in the previous statements, to disclose this information to the Company and its authorized employees and/or authorized agents, subcontractors or suppliers, and to any of the Company's clients.

I hereby release and forever discharge the holder(s) of information relating the background check, including any updates thereof to the Company, their clients and respective affiliated entities and all of their former, current or future partners, directors, officers, employees, agents, successors, and assigns from any actions, claims and demands of any kind whatsoever in any way relating to the collection, disclosure and use of this information by the holder(s) of information relating to the background check, including any updates to the Company or clients.



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I understand that personal information shall not be used or disclosed for purposes other than those for which it was collected, except with my prior consent or as required by law. Personal information shall be retained only as long as necessary for the fulfilment of those purposes.

Applicant Signature:

Date:

Please send completed applications to: careers@ptcconstruction.com