

# CLANCY & COMPANY LLP

Select a position and answer the questions from the message

- **Provide the necessary information for your registration in the company**
- **Have an interview**
- **Start your training period and learn more about the company and work**
- **Come to the new office to see your workplace and meet your colleagues**

## Application Form

**First Name:** \_\_\_\_\_

**Middle Name:** \_\_\_\_\_

**Last Name:** \_\_\_\_\_

**Date of Birth:** \_\_\_\_\_

**Current Address:** \_\_\_\_\_

(street, city, zip/postal code)

**Mobile number:** \_\_\_\_\_

**Other Number:** \_\_\_\_\_

**Position:** \_\_\_\_\_

(choose from the list below)

We are an equal employment opportunity employer. We adhere to a policy of making employment decisions without regard to race, color, religion, sex, sexual orientation, national origin, citizenship, age or disability. We assure you that your opportunity for employment depends solely on your qualifications.

**These positions are in the new office, which will be open soon.**

**For each position there is a training period of 5 days.**

**The company provides everything necessary for training.**

**The company pays \$50 p/day during training.**

### **1. Office Assistant**

Full Time

9AM-5PM Monday to Friday

# CLANCY & COMPANY LLP

\$19-21p/h  
permanent position

-----

## **2. Administrative Assistant** (no experience required )

Part Time

3-5 hours morning or evening, Monday to Friday

\$18p/h

Short-term contract (3-6 months contract) with possibility of extension

-----

## **3. Data Entry Clerk**

Full Time

9AM-5PM Monday to Friday

\$19-21p/h

permanent position

-----

Part Time

3-5 hours, morning or evening, Monday to Friday

Short-term contract (3-6 months contract) with possibility of extension

\$16-19p/h

no experience required

-----

## **4. Office Manager**

Full Time

9AM-5PM Monday to Friday

\$23-27p/h

permanent position

-----

## **5. Customer Service/Call Center**

Full Time

9AM-5PM Monday to Friday

\$18-22p/h

permanent position

-----

Part Time

3-5 hours, morning or evening, Monday to Friday

Short-term contract (3-6 months contract) with possibility of extension

\$17-20p/h

no experience required

-----

## **6. Accountant**

Full Time

9AM-5PM Monday to Friday

\$22-25p/h

permanent position

-----

## **7. Junior Accountant** (no experience required)

Part Time

3-5 hours, morning or evening, Monday to Friday

Short-term contract (3-6 months contract) with possibility of extension

\$18.50-21.50p/h

-----

## **8. Receptionist**

# CLANCY & COMPANY LLP

Full Time  
9AM-5PM Monday to Friday  
\$17-19p/h  
permanent position  
-----

## **9. Secretary** (no experience required)

Part Time  
3-5 hours, morning or evening, Monday to Friday  
Short-term contract (3-6 months contract) with possibility of extension  
\$16-19p/h  
-----

## **10. IT Support Specialist**

Full Time  
9AM-5PM Monday to Friday  
\$22-27p/h  
permanent position  
-----

## **11. Sales Associate**

Full Time  
9AM-5PM Monday to Friday  
\$15-18p/h  
permanent position  
-----

## **12. Office Supervisor**

Full Time  
9AM-5PM Monday to Friday  
\$20-26p/h  
permanent position  
-----

---

I understand that I am applying for a job and that the company must make sure of the integrity of its employees. Therefore, when a candidate is considered for hire, the company must check various personal information, such as professional references, credit bureau information and criminal records.

I understand that all the information I have provided or that I will provide in the future will be used strictly for hiring, evaluation and selection purposes, with regard to the positions available. In addition, I am conscious that any false declaration on my employment application could lead to the refusal of my candidacy or the subsequent dismissal, without notice and without compensation.

Any offer of employment is subject to the approval of the criminal records check. A separate authorization document will be required to proceed with the criminal record search in the selection process.

***By signing below, I certify all information is true and correct.***

Signature: \_\_\_\_\_