



Tourist Radio Canada
 315-1540 KLO Road
 Kelowna, BC V1W 3P6
 Tel: 250 863-8372

Manage to Own Application Form

As part of the Tourist Radio Canada (TRC) Manage to Own Application process, you are required to complete this Application Form. Once received, you will be contacted. TRC treats all information supplied as confidential and will not disclose any details of your application.

Please fully answer all categories to the best of your ability and sign the document upon completion. If you feel your resume provides additional information, please attach also.

Please send completed form / resume attention: Jim Ripley

Scan and Email (PDF Format) jim@touristradio.ca FAX: (888) 867-3217 or

MAIL: 315-1540 KLO Road Kelowna BC, V1W 3P6

Personal Details

Surname: Given Names:.....
 Address:.....
 Number of years at this address: Previous address:
 Home Telephone: Business Telephone:.....

Educational Background

	Year Completed
Secondary:.....
Tertiary:.....
Other:

Other Qualifications

.....

Employment History

Please list all previous employers. (copy page as required).

Employer:
Position:
Employment Dates:
Duties:

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Achievements:
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Employer:
Position:
Employment Dates:
Duties:

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Achievements:
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Employer:
Position:
Employment Dates:
Duties:

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Achievements:
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Personal Skills

Please list below any further skills you believe would support your application.

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Professional References

Please list three professional references who will be contacted as required.

Name:
Address:
Home Telephone: Business:.....
Company:
Position:

Name:
Address:
Home Telephone: Business:.....
Company:
Position:

Name:
Address:
Home Telephone: Business:.....
Company:
Position:

Note: Feel Free to treat this as “Optional Information” and skip to next page.

Personal Balance Sheet as at:

mm / dd / yyyy

Name: _____

Address: _____

Work Telephone No. (____) _____ Home Telephone No. (____) _____

Please complete and add additional items if necessary.

Liabilities

Assets

Item (mthly repayment)	Amount	Item	Amount
Housing Loan*	\$_____	House Property at	\$_____
Investment Loan*	\$_____	Other Property at	\$_____
Personal Loan*	\$_____	Motor Vehicles	\$_____
Credit Cards*	\$_____	Furniture & Personal Effects	\$_____
Overdraft*	\$_____	Investment/Savings Accounts*	\$_____
Taxation	\$_____	Share Portfolio (RRSP etc.)	\$_____
Rental Expense	\$_____	Cheque Account*	\$_____
Other	\$_____	Other	\$_____
		Personal Equity in any Business	\$_____
		Total Assets	\$_____
Total Liabilities	\$_____		

Surplus (A minus L) >

Details of any Personal Guarantees: _____

Signature(s): _____

Privacy Policy

INTRODUCTION

TRC responsibly safeguards the privacy of its customers, agents and contractors and understands the sensitivity with which your personal information must be handled. We are committed to safeguarding your privacy in order to earn and maintain your trust. TRC will use its best efforts to ensure that the information entrusted with us is used only for the purposes set forth herein or as otherwise communicated to you at the time you provide us with such personal information.

We collect your personal Information so that we can assess your application to become a TRC Manage to Own Candidate. The information you supply in this Application and during the meetings we have during the assessment process may be shared with the TRC Human Resources Department. The purpose in sharing the information is so we can assess your training and development needs and the extent to which you meet TRC requirements.

If your application is successful the information we collect will become part of the records we keep about our contractors and employees. If your application is unsuccessful we will destroy all information within three months of your interview.

I hereby declare that the above information is true and correct.

Signed:..... Dated:

Witness: