

### Introduction to ESP Application Form

Thank you for your interest in completing Fraser Health’s Introduction to ESP course. Please submit the completed form, along with a cover letter and resume to [StaffingEducation@fraserhealth.ca](mailto:StaffingEducation@fraserhealth.ca)

Applicant Information				
First Name			Last Name	
Address				
City		Province		Postal Code
Email			Phone Number	

Prior Education			
Completed Grade 12 or Equivalent		Yes	No
Post Secondary Education		Yes	No
If Yes, Details:			
Name of Institution		Location	
Years/Dates Attended		Degree & Major	

Employment Experience			
Customer Service Experience		Yes	No
In 250 words or less, provide an example that showcases your customer service experience:			
Staffing Experience		Yes	No
In 250 words or less, provide an example that showcases your staffing experience:			
Scheduling Experience		Yes	No
In 250 words or less, provide an example that showcases your scheduling experience:			
Timekeeping Experience		Yes	No
In 250 words or less, provide an example that showcases your timekeeping experience:			

Key Competencies		
Ability to communicate effectively verbally	Yes	No
In 250 words or less, provide an example that showcases your ability to communicate effectively verbally:		
Ability to communicate effectively in writing	Yes	No
In 250 words or less, provide an example that showcases your ability to communicate effectively in writing:		
Ability to work with others effectively	Yes	No
In 250 words or less, provide an example that showcases your ability to work with others effectively:		
Ability to organize your work	Yes	No
In 250 words or less, provide an example that showcases your ability to organize your work:		

Ability to operate related equipment/tools				
Ability to type 40 wpm or faster			Yes	No
Microsoft Outlook proficiency	Beginner	Intermediate	Advanced	Never used before
Microsoft Word proficiency	Beginner	Intermediate	Advanced	Never used before
Microsoft Excel proficiency	Beginner	Intermediate	Advanced	Never used before

**References**

As per Fraser Health References policy, we will require references from one current manager and/or one additional manager/supervisor from a previous employer within the last five years. If you have completed a related educational program within the last year, we can also use an instructor from your final placement.

Reference 1: Current Manager			
First and Last Name		Organization	
Job Title		Dates Supervised	
Email		Phone Number	

Reference 2: Previous Manager (within the last 5 years)			
First and Last Name		Organization	
Job Title		Dates Supervised	
Email		Phone Number	

Reference 3: Instructor (within the last year)			
First and Last Name		Organization	
Job Title		Dates Supervised	
Email		Phone Number	