



### **Application Criteria for positions at Derby Manor.**

Thank you for your interest in applying to work at Derby Manor. We pride ourselves in being the employer of choice for a wide range of employment opportunities.

In order for us to consider your application the following are required:

1. A cover letter with your current name, address, and contact phone number. Include a paragraph describing why you are interested in working at Derby Manor and how your credentials match the criteria we are looking for as outlined in the job description. Elaborate on why you are the best candidate for the job.
2. Provide a current resume which includes information about your education, training, and experience.
3. If the job you are applying for requires a current certificate, license, registration or other specialized credentials state clearly that you have it/them. Copies will be required prior to offer of employment.
4. A criminal record clearance will be required prior to an offer of employment. Ensure that you are free of a criminal record before making application.
5. Work-related references are required and checked prior to an offer of employment. You need to include reference check details and current contact information with your resume. Work-related references will not be contacted unless you are short-listed for a position and you give consent.
6. You may include personal/character references, but only two.
7. You must submit your application package by the closing date.
8. You must submit your application package electronically using PDF format documents. 9. Your application package must be submitted to [info@derbymanor.ca](mailto:info@derbymanor.ca)

After the deadline we will review all applications received. Only those who are short-listed for an interview will be contacted.

We cannot return your application; however, we may keep it on file for future consideration.

We encourage you to frequently check the Careers page at [www.derbymanor.ca](http://www.derbymanor.ca) for other opportunities.