Peer Review: Application Form Checklist

Applicant name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Peer reviewer: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* Is their basic personal information complete and accurate?
* Did they put an accurate, not too vague job description under “position desired”?
* Did they politely avoid the salary question?
* Have they filled in any non-applicable information with “does not apply” or N/A?
* Did they avoid filling in their SIN number (Social Insurance Number) by saying “available at point of hire”?
* Did they provide a reasonable time frame for available hours?
* Did they fill in all information about employment and volunteer experience?
* Under reason why they left a job did they answer in a positive way?
* If they listed employment or volunteer duties did they sell themselves appropriately using dynamic verbs and adjectives, emphasizing their biggest responsibilities?
* Did they fill in all requested information about references?
* Did they complete all the information with no spelling errors? If not, list below.

Further comments: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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