

C. Supervisor Contact Information

Enter the name and contact information for the person who directly supervised the applicant during this employment period. Ensure the information given is current as the application will be denied if this person cannot be contacted by SkilledTradesBC.

First and Last Name of Applicant's Direct Supervisor:	Supervisor Position or Title:
Supervisor's Phone Number: ()	Supervisor E-Mail Address:
Language(s) that the employer/supervisor can communicate: (check all that apply)	
☐ English ☐ Other (please specify): _____	

D. Supervisor Declaration of Job Task Performance of Applicant

By checking "Yes" or "No" in the Declaration Response column, indicate whether you, as the direct supervisor of the applicant, have personally witnessed the applicant performing the job tasks listed.

Job tasks	Frequently	Occasionally	Never
PERFORMS COMMON OCCUPATIONAL SKILLS			
Performs safety- and hygiene-related functions			
Maintains safe work environment	☐	☐	☐
Uses personal protective equipment (PPE) and safety equipment	☐	☐	☐
Maintains professional appearance and personal hygiene	☐	☐	☐
Practices food safety procedures			
Maintains safe condition and temperature of raw ingredients and finished products	☐	☐	☐
Prevents cross-contamination of raw ingredients and finished products	☐	☐	☐
Cleans and sanitizes tools and equipment	☐	☐	☐
Uses and maintains tools and equipment			
Uses non-mechanized tools	☐	☐	☐
Uses mechanized tools and equipment	☐	☐	☐
Organizes work			
Schedules production and workflow	☐	☐	☐
Organizes workplace and workspace	☐	☐	☐

Enter the supervisor's name and initials (repeat on every page of this form)

Supervisor First and Last Name (Please Print):	
I hereby certify, that to the best of my knowledge, the information I am providing as a current or past supervisor of the applicant (as named on page 1 of this document), is true and accurate.	Supervisor's Initials:

BAKER
EMPLOYER DECLARATION
OF WORK EXPERIENCE

SkilledTradesBC Customer Service
800 – 8100 Granville Ave.
Richmond, BC V6Y 3T6
Tel: 778-328-8700
Fax: 778-328-8701
Toll Free: 1-866-660-6011
customerservice@skilledtradesbc.ca

Job tasks	Frequently	Occasionally	Never
Manages products and information			
Orders products	☐	☐	☐
Receives products	☐	☐	☐
Manages inventory	☐	☐	☐
Performs quality control assessments on bakery products	☐	☐	☐
Stores bakery products	☐	☐	☐
Packages bakery products	☐	☐	☐
Performs routine work practices			
Performs portion control	☐	☐	☐
Uses convenience foods	☐	☐	☐
Uses formulations	☐	☐	☐
Applies dietary information	☐	☐	☐
Adapts baking practices to meet dietary requirements			
Adapts bakery practices to meet dietary requirements	☐	☐	☐
Selects ingredients to meet dietary requirements	☐	☐	☐
Prepares food to meet dietary requirements	☐	☐	☐
Uses communication and mentoring techniques			
Uses communication techniques	☐	☐	☐
Uses mentoring techniques	☐	☐	☐
PREPARES FERMENTED GOODS			
Prepares pre-ferment			
Mixes ingredients for pre-ferment	☐	☐	☐
Manages pre-ferment process	☐	☐	☐
Prepares dough			
Manages dough temperature	☐	☐	☐
Mixes ingredients for fermented goods	☐	☐	☐
Manages bulk fermentation	☐	☐	☐

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Job tasks	Frequently	Occasionally	Never
Forms dough			
Divides dough	☐	☐	☐
Shapes dough	☐	☐	☐
Monitors final proof of dough	☐	☐	☐
Forms laminated dough			
Laminates dough	☐	☐	☐
Performs make-up of laminated dough products	☐	☐	☐
Monitors final proof of laminated dough products	☐	☐	☐
Finishes fermented goods			
Applies pre-bake finish	☐	☐	☐
Bakes fermented goods	☐	☐	☐
Deep-fries fermented goods	☐	☐	☐
PREPARES COOKIES, BARS, QUICK BREADS, PASTRY DOUGHS AND CAKES			
Prepares cookies and bars			
Mixes cookie and bar ingredients	☐	☐	☐
Performs make-up of cookies and bars	☐	☐	☐
Bakes cookies and bars	☐	☐	☐
Prepares quick breads			
Mixes quick bread ingredients	☐	☐	☐
Performs make-up of quick breads	☐	☐	☐
Bakes quick breads	☐	☐	☐
Prepares pastry doughs			
Mixes pastry dough ingredients	☐	☐	☐
Performs make-up of pastry doughs	☐	☐	☐
Bakes pastry doughs	☐	☐	☐
Prepares cakes			
Mixes cake ingredients	☐	☐	☐

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Job tasks	Frequently	Occasionally	Never
Portions mixture for cakes	☐	☐	☐
Bakes cakes	☐	☐	☐
PERFORMS ASSEMBLY AND FINISHING			
Prepares creams, custards, sweet fillings, decorating pastes and icings			
Performs make-up of creams, custards, sweet fillings, decorating pastes and icings	☐	☐	☐
Cooks creams, custards and sweet fillings	☐	☐	☐
Holds products for use	☐	☐	☐
Prepares savoury fillings			
Performs make-up of savoury fillings	☐	☐	☐
Holds savoury fillings for use	☐	☐	☐
Portions savoury fillings	☐	☐	☐
Prepares sauces, glazes and garnishes			
Performs make-up of sauces and glazes	☐	☐	☐
Performs make-up of garnishes	☐	☐	☐
Holds sauces, glazes and garnishes for use	☐	☐	☐
Assembles and bakes sweet and savoury pastries			
Performs make-up and assembly of sweet and savoury pastries	☐	☐	☐
Bakes sweet and savoury pastries	☐	☐	☐
Assembles cakes and other baked goods			
Performs make-up and assembly of cakes and other baked goods	☐	☐	☐
Portions cakes and other baked goods	☐	☐	☐
Decorates and finishes baked goods			
Applies sauces, toppings and glazes	☐	☐	☐
Applies garnishes and decorative products	☐	☐	☐
PREPARES CHOCOLATE, CONFECTIONS AND SUGAR WORK			
Prepares chocolate			
Selects quality and types of chocolate	☐	☐	☐

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Job tasks	Frequently	Occasionally	Never
Prepares fillings for chocolate	☐	☐	☐
Prepares couvertures and compounds	☐	☐	☐
Uses couvertures and compounds	☐	☐	☐
Prepares confections and sugar work			
Boils sugar and sugar substitutes	☐	☐	☐
Forms sugar and sugar substitutes	☐	☐	☐
Creates artistic garnishes and sugar work	☐	☐	☐
Prepares confections	☐	☐	☐
PREPARES DESSERTS, ICE CREAMS AND ICES			
Prepares plated desserts			
Plans plate design	☐	☐	☐
Assembles components	☐	☐	☐
Prepares ice creams and ices			
Prepares bases for ice creams and ices	☐	☐	☐
Performs make-up of ice creams and ices	☐	☐	☐
Prepares frozen desserts			
Performs make-up of frozen dessert components	☐	☐	☐
Assembles frozen dessert components	☐	☐	☐
Holds frozen desserts	☐	☐	☐

E. Supervisor Signature

I certify that the information I, as the current or former direct supervisor of the applicant, have provided is true and accurate. (Note: Collection and protection of personal information on this form is in accordance with the provisions of the Freedom of Information and Protection of Privacy Act.)

Supervisor Signature:	Date Signed: (MM/DD/YYYY)
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Enter the supervisor's name and initials (repeat on every page of this form)

Supervisor First and Last Name (Please Print):	
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