



A Natural Attraction

Career Profile Application Form
Public Works & Environmental Services – Seasonal Employment

FALL/WINTER

A resume accompanied by this application must be submitted by email and will be accepted until a qualified applicant is selected and the position is filled to hr@quintewest.ca.

Please Print:

Name:		
	(first name or name known by)	(last name)
Address:	911 Street Address	
	Apartment/Unit#	
	City/ Town	
Telephone:	Home	Cell
	Work	
Email Address:		

Thank you for your interest in this posting. Please read the following information to assist you with completing this document:

- You will be required to submit a **resume and application** in order to be considered for this position. You also need to include detailed information regarding your related experience.
- Please include your **resume** along with this application. Failure to submit your **resume** will forfeit your opportunity to apply for this position.
- In the information boxes provided under the questions below, you will list the top three positions (including years in each position), job titles, and details of your work experience/skills. Failure to complete will forfeit your opportunity to apply for this position.

Position applying for:

Please indicate which seasonal position you are applying for:

- Seasonal Equipment Operator
- Seasonal Roads Labourer
- Seasonal Parks Operator

If you are applying for **more than one position**, please indicate your order of preference:

- 1.
- 2.
- 3.

Education/Specialized Training/Skills:

This position requires a minimum of a grade 12 Diploma. Do you have a grade 12 Diploma?

<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> In Progress	
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Please indicate the extent of your educational experience:

<input type="checkbox"/> High School Diploma	<input type="checkbox"/> Certificate	<input type="checkbox"/> Diploma	<input type="checkbox"/> Degree
<input type="checkbox"/> Masters	<input type="checkbox"/> PhD	<input type="checkbox"/> Other: Please specify: _____	<input type="checkbox"/> None of the above

Experience:

Do you have the following?

A minimum of two (2) years of experience in a municipal public works environment operating equipment.

Yes No

Experience in municipal urban

Yes No

semi-urban

Yes No

and/or rural

Yes No

Infrastructure matters including equipment utilized in the road system.

Yes No

A minimum of one (1) year of related experience in a construction/maintenance field.

Yes No

Experience in working in a Municipal setting?

Yes No

Do you possess experience in outdoor maintenance?

Yes No

Do you possess any of the following certifications?

WHMIS Yes No

First Aid Yes No

CPR Yes No

AED Yes No

Equivalency Statement:

Please indicate the amount of time you have spent doing work related to that expected in the role you are applying.

Number of Years:	Number of Months:	Job Title(s):	Employer(s):
<input type="checkbox"/> Part Time	<input type="checkbox"/> Full Time	<input type="checkbox"/> Coop/Placem ent	<input type="checkbox"/> Volunteer
<input type="checkbox"/> Other - Please specify: _____			

Licence Requirement:

A valid Driver's Licence is required for this position. Do you currently have a valid Licence?

Yes No

Do you have a clear driving record?

Yes No

Indicate the valid license(s) held:

<input type="checkbox"/> G	<input type="checkbox"/> A	<input type="checkbox"/> D	<input type="checkbox"/> Z	<input type="checkbox"/> Other: Please Specify: _____
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Duties and Responsibilities:

This position is required to perform duties as assigned in accordance with department objectives.

Are you willing/able to perform the following duties:

(Complete only the sections that relate to the position you are applying to)

Duty	Willing	Able	Experienced
Seasonal Equipment Operator			
Heavy truck (up to 5 ton)	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Garbage truck	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Sidewalk Plow	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Mower	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Grader	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No

Loader	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Backhoe	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Street Sweeper	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Excavator	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Erect advisory signs	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Erect regulatory signs	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Perform general labourer duties	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Show courtesy to the public	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Respect City equipment	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Adhere to procedures	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Adhere to regulatory procedures	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Adhere to City policies	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
This position may work independently and perform minor maintenance functions such as equipment repairs.	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
This position is required to work outside in all weather conditions.	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
This position is required to maintain municipal landscaped areas by doing tasks such as weed trimming, brush trimming, sweeping streets, installing guard rails, posts, etc.	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
This position is required to perform duties as assigned in accordance with department objectives.	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
This position is required to work with the asphalt and concrete teams laying asphalt and concrete.	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
This position may be required to conduct traffic control for highway/street work.	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
This position may be required to work evenings, nights, and weekends.	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Seasonal Roads Labourer	Willing	Able	Experienced
This position is required to collect debris, garbage, leaves etc.	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
raking	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Sweeping/ cleaning	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Roadway flagging	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Operating non-power tools	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Picking up materials	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Washing Equipment	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Seed and sod placement	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Yard Maintenance	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Painting signs/guard rails/posts	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No

Adjusting frames and grates	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Maintenance holes	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Catch basins	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Operate City Vehicles	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Erect Banners/flags/decorations	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Changing of lights	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Moving equipment	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
General Labour	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Placing asphalt	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Trimming brush	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Installing signs, guard rails	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Parks Operator	Willing	Able	Experienced
Turf maintenance	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Horticulture	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Painting	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Equipment Repairs	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Push Lawnmower	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Ride lawnmower	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Power weed eater	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Power tools	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Landscaping experience	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Planting	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Edging	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Weeding	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Cultivating	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Watering	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Fertilizing	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Garbage pick up	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Garbage disposal	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Event Set up (moving tables, chairs, stages, snow fencing)	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
This position must work independently and perform minor maintenance functions such as equipment repairs.	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
This position is required to operate a push lawnmower, power weed eater and power tools, and understand standard operating procedures.	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
This position is required to maintain municipal landscaped areas. Tasks include planting, edging, weeding, cultivating, watering and fertilizing.	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No

Decision Making:

The position has minimal responsibility for decision making affecting the department.

Willing Not Willing Able Not Able

Supervision:

This position is not responsible for supervising others.

Work Environment:

This position requires the incumbent to work at various sites throughout Quinte West. Are you willing/able to work at the various locations?

Willing Not Willing Able Not Able

Physical/Cognitive/Safety Requirements:

This position is required to perform moderate to heavy lifting, up to 40 lbs. (18 kg's)

Are you willing/able to lift 40 lbs.?

Experienced No experience
 Able Not Able
 Willing Not Willing

Related Employment:

- Please describe in detail in the information boxes below, your top three (3) positions where you gained work experience **related** to the role you are applying for.
- Include when and where you obtained the experience (names of employers, job titles, dates in positions, your experience as it relates to the requirements based on this question and the job posting).
- If you missed including details for a given question you will not receive recognition for where have not provided an answer.

Employer:	Job Title (include employment dates):	Related Experience:

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Language:

This position requires the candidate to speak, read, write and understand the English language.

Are you willing/able to speak, read, write and understand the English language?

Speak	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Read	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Write	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Understand	<input type="checkbox"/> Yes	<input type="checkbox"/> No

Although not required, it would be an asset to this position if the candidate was able to speak, read, write and understand the French language.

Are you able to understand and willing to communicate using the French language as follows?

Speak	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Read	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Write	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Understand	<input type="checkbox"/> Yes	<input type="checkbox"/> No

Acknowledgement of Duties, Responsibilities and Other Requirements:

I acknowledge that I am aware of and in agreement to the duties, responsibilities and other job requirements as outlined above. I understand that the position is expected to be professional and take pride in their work. I understand that the duties listed above are not to be construed as all inclusive

Yes

Employment Status:

Are you currently, or have you previously been employed by the City of Quinte West?

- No, I have not previously been employed by the City of Quinte West.
- Yes, I am currently employed by the City of Quinte West.
- I have previously been employed by the City of Quinte West.

Are you a former seasonal employee, previously employed by the City of Quinte West?

- Yes, I am.

Please note that previous seasonal hires must re-apply and have received a favourable re-hire status on the end of season performance evaluation. (Information will be verified at time of consideration).

Requirements Upon Hire:

To be eligible to work in this position you must meet and fulfil the following criteria prior to the position start date:

Must be legally entitled to work in Canada. Are you legally entitled to work in Canada?

Yes No

New employees will be required to complete pre-employment medical based on the physical and/or cognitive demands required for a position?

Yes No

Because of the environment this position will be working in, should an offer be extended, prior to the first day on the job, candidates over 18 years will be required to consent to completion of a Criminal Background Check with favourable results. I am aware that successful candidates will be required to complete a criminal background check with favourable results prior to commencement of employment.

Yes No

Have you ever been convicted of a crime for which a pardon was not granted?

Yes No

Must be in possession of and present a Social Insurance Number at time of hire.

Yes No

New employees will be required to complete Health & Safety and other mandatory training on or before their first day of employment, and that other training (including Health & Safety policies) and job specific training will also be required?

Yes No

Please submit only this application form. Do not include copies of transcripts, licences, certificates, vulnerable sector checks, criminal background checks, Social Insurance Numbers, references, etc.

Yes, I understand that I am only to submit this application at this time.

Where did you first become aware of this job opening?

The City of Quinte West website at www.quintewest.ca

Through our job subscription (signed up for notification when a job was posted)?

<https://www.facebook.com/>

Through Twitter: <https://twitter.com/>

Through www.indeed.ca

Through a referral? If yes, who:

Through another source? If yes, where/who: _____

Disclaimer:

I am aware that Personal information is collected under the authority of the Municipal Freedom of Information and Protection of Privacy Act and is used to determine eligibility for potential employment.

Yes

I am aware that, in accordance with the Accessibility for Ontarians with Disabilities Act, the City of Quinte West is pleased to accommodate individual needs of applicants with disabilities within the recruitment process. I am aware that I am to call 613-392-2841 (4515) or email the above if I require an accommodation to ensure participation in the recruitment and selection process.

Yes

Certification of Application:

I certify that the information contained in this application is true and complete to my knowledge. I understand that a false statement may disqualify me from my employment or cause my dismissal.

Yes

Completed by (please print): _____

Signature

Date completed