



A Natural Attraction

## Career Profile Application Form

### Administrative Assistant, Economic Development & Tourism Services Planning and Development Services (3.5 Month Contract)

A resume and application must be submitted by email and will be accepted until **a qualified candidate is selected and the position is filled** to [hr@quintewest.ca](mailto:hr@quintewest.ca). **Applicants who do not follow this direction, will not be considered.**

#### Please Type or Print:

<b>Name:</b>	(First Name or name known by followed by last name)		
<b>Address:</b>	<b>911 Street Address:</b>		
	<b>Apartment/Unit#:</b>	<b>PO Box:</b>	<b>Rural Route:</b>
	<b>City/ Town:</b>		<b>Postal Code:</b>
<b>Telephone:</b>	<b>Home:</b>	<b>Cell:</b>	
	<b>Work :</b>		
<b>Email Address:</b>			

#### 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.
- Failure to submit your **resume and application** will forfeit your opportunity to apply for this position.

#### Availability:

I am available for work:

Days  Yes  No

8:00 a.m. - 4:45 p.m.  Yes  No

Occasional attendance at evening meetings is required. Are you willing and able?

Evenings  Yes  No

**Experience:**

This position requires a minimum of two (2) years of experience in an administrative role. Do you have a minimum of two (2) years of experience?

Yes  No

Do you have working knowledge of planning policies and regulations?

Yes  No

Although not required, an asset would be experience in a municipal environment. Do you have previous experience working in a municipal environment?

Yes  No

If Yes, Where?

**Education/Specialized Training/Skills:**

This position requires a minimum of a two (2) year Diploma in Business Administration. Do you have a minimum of a two (2) year Diploma in Business Administration?

Yes  No  In Progress

Do you have a minimum of a two (2) year Diploma in a related field?

Yes  No  In Progress

Please specify the field of study. What is the name of the program?

Please indicate the extent of your educational experience:

High School  Certificate  Diploma  Degree  
 Masters  PhD  Other: Please specify:  None of the above

Please indicate which relevant skills you possess:

Customer Service	<input type="checkbox"/> Yes <input type="checkbox"/> No	Photocopier	<input type="checkbox"/> Yes <input type="checkbox"/> No
Organizing	<input type="checkbox"/> Yes <input type="checkbox"/> No	Email	<input type="checkbox"/> Yes <input type="checkbox"/> No
Communication	<input type="checkbox"/> Yes <input type="checkbox"/> No	Telephone	<input type="checkbox"/> Yes <input type="checkbox"/> No
Time management	<input type="checkbox"/> Yes <input type="checkbox"/> No	Word	<input type="checkbox"/> Yes <input type="checkbox"/> No
Ability to multi-task	<input type="checkbox"/> Yes <input type="checkbox"/> No	Excel	<input type="checkbox"/> Yes <input type="checkbox"/> No
Team skills	<input type="checkbox"/> Yes <input type="checkbox"/> No	Project	<input type="checkbox"/> Yes <input type="checkbox"/> No
Interpersonal skills	<input type="checkbox"/> Yes <input type="checkbox"/> No	Powerpoint	<input type="checkbox"/> Yes <input type="checkbox"/> No
Problem solving	<input type="checkbox"/> Yes <input type="checkbox"/> No	Fax	<input type="checkbox"/> Yes <input type="checkbox"/> No
Public relations	<input type="checkbox"/> Yes <input type="checkbox"/> No	Records management	<input type="checkbox"/> Yes <input type="checkbox"/> No
Office mail procedures	<input type="checkbox"/> Yes <input type="checkbox"/> No	Maintain confidentiality	<input type="checkbox"/> Yes <input type="checkbox"/> No

Although not required, an asset to this position would be:

**Standard First Aid Certificate**

Yes, and valid.  Yes, but expired.  No, but am willing to work toward obtaining.

**AED Certificate**

Yes, and valid.  Yes, but expired.  No, but am willing to work toward obtaining.

**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/Placement	<input type="checkbox"/> Volunteer
<input type="checkbox"/> Internship	<input type="checkbox"/> Other - Please specify:		

**Licence Requirements:**

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

Yes  No

Please indicate which of the following Driver's Licence(s) you hold, if any:

Licence Class or provincial equivalent:  None of the Above  "G1"  "G2"  "G"  "A"  "B"  "C"  "D"  "Z"

**Duties and Responsibilities:**

This job requires the following. Are you willing and able to perform the following duties?

Duty	Willing	Able	Previous Work Experience
Provide administrative duties including, but not limited to, word processing, minute taking, preparing agendas, photocopying, filing, 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
Provide telephone and counter reception duties for the department.	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Ensure completion and distribution of agendas and minutes to the Economic Development and Tourism Advisory Committee and to the various Special Event and Task Group Committees and provide	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No

administrative support as required.			
Assist with the maintaining and updating of information on the City website pertaining to the Economic Development and Tourism Services.	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Assist with the building of e-newsletters for both the Marina and Economic Development and Tourism Services.	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Create and maintain master contact lists for committees, business organizations and community groups.	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Assist with the processing and distribution of accounts payable and receivable invoices, ensuring accuracy and proper coding.	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Provide a variety of logistical services for the Manager including: arranging and booking travel, booking meeting rooms and arranging refreshments as needed.	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Assist in the preparation of invitations, notices and statistical information for the Division.	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Maintain and ensure adequate quantity of office supplies.	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Receive/distribute incoming/outgoing mail on a daily basis.	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Attend related training and development.	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Central File Liaison, responsible for maintaining department documents and files.	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Ensure adherence to the City's Occupational Health and Safety policies and City Policies and 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

**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

No

**Work Environment:**

<b>Work Environment</b>	<b>Willing</b>	<b>Able</b>	<b>Experienced</b>
Work in an office environment on a regular basis	<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 occasionally require the incumbent to attend evening meetings.	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
May be required to attend events	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No

**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.

<b>Employer:</b>	<b>Job Title (include employment dates):</b>	<b>Related Experience:</b>

**Language:**

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

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

Speak  Yes  No  
 Read  Yes  No  
 Write  Yes  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  Yes  No

Read  Yes  No

Write  Yes  No

### Employment Status:

Are you currently, or have you 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.

No, I have not previously been employed by the City of Quinte West.

### Assets:

Do you have any community service involvement or volunteer service experience?  Yes  No

If yes, please describe:

### Seasonal/Casual Employment:

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

Yes, I am.  No, I am not.

Please note that previous seasonal/casual 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).

I am aware that I am applying to a casual opportunity.

Yes  No

I am available for the duration of this opportunity that may last through to the end of January 2020.

Yes  No

### Requirements Upon Hire:

To be eligible to work in this position you must meet and fulfill 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 for a crime in which a pardon was not granted?

Yes  No

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

Yes  No

For those positions that require a valid Driver's Licence, candidates will be required to consent to the running of and favourable results of a Driver's Abstract in good standing.

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 and your resume. 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 and my resume at this time.

Where did you first become aware of this job opening?

- The City of Quinte West website at [www.quintewest.ca](http://www.quintewest.ca)
- Through our job subscription (signed up for notification when a job was posted)?
- Through <https://www.facebook.com/>
- Through Twitter: <https://twitter.com/>
- Through [www.indeed.ca](http://www.indeed.ca)
- Through a newspaper ad. If yes, which one?
- 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 (4489) 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: (block letters):**

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**Signature**

**Date completed:**