



A Natural Attraction

Career Profile Application Form

Administrative Casual/Temporary Pool

A cover letter, resume and application must be submitted by email and will be accepted up to **4:30 p.m. on Wednesday, January 24, 2018** to hr@quintewest.ca.

Please Type or Print:

Name:	(First Name or name known by followed by last name)		
Address:	911 Street Address:		
	Apartment/Unit#:	PO Box:	Rural Route:
	City/ Town:		Postal Code:
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.
- 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

Pool Acknowledgement:

I understand that I am applying for casual and/or temporary assignment(s).

Yes No

I understand that the duration of an assignment may range from several hours to a few weeks or months.

Yes No

Education/Specialized Training/Skills:

This position requires a minimum of a two (2) year Diploma in Accounting or a related field. Do you have a minimum of a two (2) year Diploma in Accounting or 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
Diploma
 Masters PhD Other: Please None of
specify: the above

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.

Experience:

A minimum of two (2) years of experience in a finance related customer service environment is required.

Do you have two (2) years of experience in a finance related customer service environment

- Yes No

Please check all areas that you have previous work experience:

- | | | | |
|--|--|------------------------------------|--|
| 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 |
| File management | <input type="checkbox"/> Yes <input type="checkbox"/> No | Excel | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Agenda and minutes | <input type="checkbox"/> Yes <input type="checkbox"/> No | Powerpoint | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Written correspondence | <input type="checkbox"/> Yes <input type="checkbox"/> No | Team skills | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Office mail procedures | <input type="checkbox"/> Yes <input type="checkbox"/> No | Interpersonal skills | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Ability to work in a busy, multi-faceted environment | <input type="checkbox"/> Yes <input type="checkbox"/> No | Scheduling & coordinating meetings | <input type="checkbox"/> Yes <input type="checkbox"/> No |

Although not required, previous work experience with the following would be an asset:

- | | | | |
|---------------------------------------|--|--------------------|--|
| Municipal Experience | <input type="checkbox"/> Yes <input type="checkbox"/> No | Water | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Graphics Software | <input type="checkbox"/> Yes <input type="checkbox"/> No | Wastewater | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Public Works & Environmental Services | <input type="checkbox"/> Yes <input type="checkbox"/> No | Emergency Services | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Planning & Development | <input type="checkbox"/> Yes <input type="checkbox"/> No | Finance | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Corporate Services | <input type="checkbox"/> Yes <input type="checkbox"/> 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/Placement	<input type="checkbox"/> Volunteer
<input type="checkbox"/> Internship	<input type="checkbox"/> Other - Please specify:		

Licence Requirements:

Although not required, a valid Driver's Licence would be an asset for this position.

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
Preparing minutes	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Preparing reports	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Preparing spreadsheets	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Preparing correspondence	<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 typing	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Providing excellent customer service	<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:

Work Environment	Willing	Able	Experienced
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 require the incumbent to work at various sites throughout Quinte West.	<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.

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

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/Temporary 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/temporary 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 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

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

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
- 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 (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: (block letters):

Signature

Date completed: