



A Natural Attraction

Career Profile Application Form

Arena Helper- Student Corporate & Financial Services (CFS)

A resume accompanied by this application must be submitted by email and will be accepted up to **4:30 p.m. on Friday August 24, 2018.**

Please Print:

Name:	(first name or name known 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.
- Please include your **resume** along with this application. Failure to submit your **resume** will forfeit your opportunity to apply for this position.

Availability:

Requirement	Willing	Able	Experienced
Will require working weekdays.	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Will require working 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
Will require working nights.	<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 require working public holidays.	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Requires a commitment to work for the duration of approximately August to April.	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No

Education/Specialized Training/Skills:

For Positions receiving Federal or Provincial government student subsidy funding:

The Student must be:

- Currently enrolled full-time in a secondary institution, post-secondary institution, or other educational institution; and returning to an aforementioned educational institution full-time for the upcoming Fall term.

Will/Are you attending school full-time in the 2nd term of this school year?

Yes No

Will you be attending school full-time in the Fall?

Yes No

Do you have a Secondary School Diploma?

<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> In Progress	
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"/> Other: Please specify:	<input type="checkbox"/> None of the above	

	Do you have work experience:	Do you have personal experience	Certificate in	Willing and Able?
Effective communication skills	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> In progress	<input type="checkbox"/> Yes <input type="checkbox"/> No
Good skating ability for Public Skating Patrol	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> In progress	<input type="checkbox"/> Yes <input type="checkbox"/> No
Heavy Lifting	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> In progress	<input type="checkbox"/> Yes <input type="checkbox"/> No

Experience:

Although not a requirement for this position, please indicate what areas you have experience with?

Knowledge and understanding of the temperatures and ideal requirements for various ice related activities. e.g. figure skating, hockey, broomball, public skating.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Ability to perform general maintenance duties. e.g. carpentry, plumbing, mechanical, painting, etc.	<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"/> Other - Please specify: _____			

Duties and Responsibilities:

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

Duty	Willing	Able	Experienced
Assist in the nightly and weekend cleaning operations.	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Collect garbage and recycling items and dispose of same following departmental 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
Assist in the cleanliness and sanitation of lobbies, washrooms, hallways, meeting rooms, dressing rooms, spectator areas, and the outside perimeter of the building.	<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 flooding operation of ice surface.	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Respond positively and effectively to customer inquiries and concerns.	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No

Work Environment:

- Regular night and weekend work is required.

Willing	Able	Experienced
<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No

Physical/Cognitive/Safety Requirements:

This job requires the following:

- Lifting up to 40 pounds on a regular basis.

Willing	Able	Experienced
<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 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
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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

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

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 an official Social Insurance Number at time of hire.

Yes No

All positions require a valid Driver's Licence, candidates will be required to consent to the running of a Driver's Abstract and the results must be clean/clear and valid

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.

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.

Seasonal/Casual/Student Employment:

Are you a returning summer student, previously employed by the City of Quinte West?

Yes, I am a returning Student.

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

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

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

Yes No

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