



A Natural Attraction

Career Profile Application Form

Gathering Hall Attendant (Casual)

A resume and application must be submitted by email and will be accepted up to **4:30 p.m. on Friday May 10, 2019** to hr@quintewest.ca. Please note that no hard copies will be accepted.

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 as follows:

Days Evenings Saturdays Sundays Holidays

I am available for the duration of this opportunity that may last from the end of May through until December?

Yes No

Education/Specialized Training/Skills:

This position requires a minimum of a Secondary School Diploma. Do you have a Secondary School Diploma?

Yes No In Progress

Please indicate the extent of your educational experience:

High School Certificate Diploma Degree

Diploma

Masters

PhD

Other: Please
specify:

None of
the above

List any specialized training/skills you possess that relate to this position:

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.

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.

CPR "C" Level (Basic Rescuer) Certificate

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

WHMIS Training

Yes. No. No, but am willing to work toward obtaining.

Smart Serve

Yes. No. No, but am willing to work toward obtaining.

Food Handlers

Yes. No. No, but am willing to work toward obtaining.

Work Experience:

A minimum of one year experience in customer service is required along with demonstrated interpersonal and team skills are necessary.

Do you possess one years' experience in customer service?

Yes No

Do you have prior experience working with the public?

Yes No

Do you have prior experience handling food?

Yes No

Do you have prior experience serving alcohol?

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/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: Licence "G1" "G2" "G" "A"
 "B" "C" "D" "Z"

Other: Please Specify:

Duties and Responsibilities:

Duty	Willing	Able	Experienced
This position must provide excellent customer service and act as an ambassador for the City of 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
Unload and stock deliveries	<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 cash register and balance till	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Clean hall, reception, public washrooms, outside areas (including but not limited to washing floors, windows, tables, chairs, kitchen, washrooms, empty garbage, 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
Set up and tear down event hall	<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 proper care, movement and storage of equipment, tables, chairs and seasonal displays	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Prepare and serve food in canteen for events and public sales in the canteen	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Serve alcohol in accordance with the City's policies and AGO guidelines	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Conduct yourself in a polite and friendly manner at all times to the clients and their guests	<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 as required	<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 & Safety policies, City Policies and Procedures and all Standard Operating Procedures (SOPs) for the Marina.	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
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Note: the above duties are representative of a typical position and are not to be construed as all-inclusive or limited to the above.

Acknowledgement of Duties, Responsibilities and Other Requirements:

I acknowledge that I am aware of and in agreement to the duties, responsibilities and other Marina Attendant requirements outlined above. I understand that a Casual Gathering Hall Attendant is expected to have pride in their work. I understand that the duties listed above are not to be construed as all inclusive.

Yes

Work Environment:

This position requires the Casual Gathering Hall Attendant to work in the following environment:

- Position works primarily with clients of the Gathering Hall and customers of the canteen

Are you willing/able to work in this environment?

Yes No

- This work involves wearing a uniform.

Are you willing/able to wear a uniform?

Yes No

Related Employment:

Instructions:

- Please describe in detail in the 'information box' below, your related work experience gained from your most relevant three previous positions.
- 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 in the 'information box' under any of the questions in this section we will not be able to give you a credit for where you answered 'yes'.

Please include details in the information boxes below for your top three positions where you gained work experience related to the role you are applying for.

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

Seasonal/Casual Employment:

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.

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).

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 from the end of April through until December?

Yes No

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 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: