



A Natural Attraction

## Career Profile Application Form

### Casual Crossing Guard Chief Administration Office

**Please Print:**

<b>Name:</b>	(first name or name known 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 answer the following questions and submit your completed application along with a resume to [hr@quintewest.ca](mailto:hr@quintewest.ca) .**

The Casual Crossing Guard provides temporary coverage for our regular Crossing Guards when the need arises.

- Yes I am aware and interested in this casual position providing coverage on an as needed basis.

**Locations of Work:**

The City of Quinte West provides Crossing Guard coverage at various locations in Trenton and Frankford as indicated below.

I am willing and able to work at the following location(s):

- |   |   |  |
|---|---|--|
| <input type="checkbox"/> All the listed locations           | <input type="checkbox"/> South Street at Crown Street       | <input type="checkbox"/> Dundas Street West at Fourth Avenue     |
| <input type="checkbox"/> Francis Street at Sidney Street    | <input type="checkbox"/> Marmora Street at College Street   | <input type="checkbox"/> King Street at Dufferin Street          |
| <input type="checkbox"/> Sidney Street at Dixon Drive       | <input type="checkbox"/> Marmora Street at Dixon Drive      | <input type="checkbox"/> Store Street at Water Street            |
| <input type="checkbox"/> Sidney Street at Wilson Crescent   | <input type="checkbox"/> Minola Street at Reid Street       | <input type="checkbox"/> Front Street at Wooler Road             |
| <input type="checkbox"/> Sidney Street at Edward Street     | <input type="checkbox"/> West Street at Louis Street        | <input type="checkbox"/> Store Street at Briardale Boulevard     |
| <input type="checkbox"/> Sidney Street at Creelman Street   | <input type="checkbox"/> West Street at Kitchener Street    | <input type="checkbox"/> Mill Street at Scott Street (Frankford) |
| <input type="checkbox"/> Byron Street at Dundas Street East | <input type="checkbox"/> Stella Crescent at Campbell Street | <input type="checkbox"/> Curtis Drive at Lawrence Street         |
| <input type="checkbox"/> Byron Street at Princess           | <input type="checkbox"/> Dundas Street West at              | <input type="checkbox"/> Curtis Drive at Johnson                 |

Street <input type="checkbox"/> Byron Street at Dixon Drive  <input type="checkbox"/> South Street at Princess Street	Dufferin Avenue <input type="checkbox"/> Dundas Street West at Tripp Boulevard <input type="checkbox"/> Dufferin Avenue at Coulter Crescent	Street <input type="checkbox"/> Rivers Drive at Fullerton Street
--	---	---

### Hours of Work

This position works split shifts. Are willing and able to work split shifts?

Yes  No

### Duties and Responsibilities:

- Direct and guide students across streets during the school year, stopping traffic as required, in accordance with the Ontario Highway Traffic Act, the Occupational Health & Safety Act and Corporation guidelines on designated roadways.
- Direct traffic movement using signs and hand signals.
- Relay information in a clear and concise manner while handling potentially stressful situations.
- Communicate crossing rules and other information to students and adults.
- Obey all regulations to ensure the safe crossing of school children.
- Record licence plates of vehicles disregarding traffic signals and report infractions to appropriate authorities.
- Report the unsafe behaviour of children to school officials or to your Supervisor.
- Report to your crossing on time and stay for the entire scheduled shift. If unable to work, contact your Supervisor as early as possible.
- Dress neatly and wear the assigned attire ensuring high visibility and recognition.
- Be courteous to students and other pedestrians using the crosswalk and motorists.
- Be attentive and alert while on duty.
- Note any unusual conditions at your crosswalk before students arrive. (Buildup of ice and snow, traffic lights out, signs blocking vision, construction, etc.)
- Report problems and unsafe conditions to the Supervisor as soon as possible.

### Education/Specialized Training/Skills

Do you possess and are the following skills a comfortable fit for you?

Enthusiastic	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Personable	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Good observation skills	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Interaction with children and the general public in a positive manner	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Positive customer service skills	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Strong verbal communication skills	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Strong written communication skills	<input type="checkbox"/> Yes	<input type="checkbox"/> No

### Decision Making:

Ability to make quick and accurate decisions while keeping children safe at all times.

Are you willing and able to make quick and accurate decisions while keeping children safe at all times.

Willing  Not Willing  Able  Not Able

## Work Environment:

This position may require 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

Access to a reliable mode of transportation to crossing guard locations.

Do you have access to a reliable mode of transportation to crossing guard locations?

Willing                      Not Willing                      Able                      Not Able

Good physical condition, including good vision, hearing and mobility to recognize traffic at a safe distance. Are you in good physical condition, including having good vision, hearing and mobility?

Good vision      Yes      No

Good hearing    Yes    No

Good mobility    Yes    No

Ability to stand for prolonged periods of time.

Are you able to stand for prolonged periods of time?

Willing                      Not Willing                      Able                      Not Able

Are you able to walk for prolonged periods of time?

Willing                      Not Willing                      Able                      Not Able

Ability to carry a small stop sign in an upright position so that it is visible to vehicular traffic approaching from each direction. Are you able to carry a small stop sign in an upright position?

Willing                      Not Willing                      Able                      Not Able

Ability to work in all forms of weather, including extremes of heat, humidity, cold, rain, snow, sleet, and wind. Are you able to work in all forms of weather, including extremes of heat, humidity, cold, rain, snow, sleet, and wind?

Willing                      Not Willing                      Able                      Not Able

Ability to work under all types of road conditions, including traffic noise and exhaust from vehicles. Are you able to work under all types of road conditions, including traffic noise and exhaust from vehicles?

Willing                      Not Willing                      Able                      Not Able

## 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

**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 & employment dates:	Related Experience:

Education - Please summarize your education in the box below:

--

**Licence Requirement:**

Although not required, a valid Driver's Licence would be an asset for this position. Do you currently have a valid Driver's Licence?

Yes    No

**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

**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.

**Requirements Upon Hire:**

To be eligible to work in this position you must meet the following criteria:

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

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

- Yes No

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, I am aware that successful candidates will be required to furnish an original Police Information Search (criminal reference check) (working with vulnerable persons) prior to commencement of employment. Thus those candidates over 18 years will be required to consent to completion of a Vulnerable Sector Check/Criminal Background with favourable results.

- Yes No

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

- Yes No

I will be expected to be in possession of and present a Social Insurance Number at time of hire.

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 read or hear about 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)?

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

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

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 (x4515) or email [hr@quintewest.ca](mailto:hr@quintewest.ca) 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**