



A Natural Attraction

## Career Profile Application Form

### Day Camp Leader Economic Development and Tourism Services

A cover letter, resume and application must be submitted by email and will be accepted up to **4:30 p.m. on Friday, March 22, 2019** to [hr@quintewest.ca](mailto:hr@quintewest.ca).

#### 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.

#### Position Applying for:

- Day Camp Leader (3)  
 Day Camp Coordinator (1)  
 Both

#### Availability:

Requirement	Willing	Able	Experienced
This position requires students to work	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No

weekdays. Is that a problem for you?			
July/August: 35/week hours every two (2) weeks (minimum).	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No

**If applying for the Coordinator position, please answer the following:**

Requirement	Willing	Able	Experienced
The Coordinator is required to start May 21 to prepare for the program.	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
The coordinator also works July/August: 35/week hours every two (2) weeks (minimum).	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
The Coordinator position finishes one (1) week after the program ends to complete 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

When are you available for an interview?

**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 2<sup>nd</sup> 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?

Yes  No  In Progress

Please indicate the extent of your educational experience:

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

The following would be required prior to starting this position:

Standard First Aid Certificate	<input type="checkbox"/> Yes, and valid	<input type="checkbox"/> Yes, but expired.	<input type="checkbox"/> No, but am willing to work toward obtaining.
CPR Certificate	<input type="checkbox"/> Yes, and valid	<input type="checkbox"/> Yes, but expired.	<input type="checkbox"/> No, but am willing to work toward obtaining.

**\*Please note that the successful candidate shall have a valid Standard First Aid with CPR Certificate on their start date, also must have a vulnerable sector check, no exceptions\***

Preference will be given to a student who is enrolled in a Post – Secondary program in teaching, early childcare education/social services or a related field. Please check those that apply.

Education in teaching.	<input type="checkbox"/> Yes <input type="checkbox"/> No	Education in a related program.	<input type="checkbox"/> Yes <input type="checkbox"/> No
Education as an early childcare educator.	<input type="checkbox"/> Yes <input type="checkbox"/> No	Education in a non-related program.	<input type="checkbox"/> Yes <input type="checkbox"/> No
Education in a social service, social work or psychology program	<input type="checkbox"/> Yes <input type="checkbox"/> No		

What program are you currently enrolled in?

Please list any further education you have completed, as applicable:

	Course or Subject	Certificate/Diploma/Degree	Completed
Technical/Vocational			<input type="checkbox"/> Yes <input type="checkbox"/> No
College/University			<input type="checkbox"/> Yes <input type="checkbox"/> No

### Experience:

Please check all areas that you have previous work experience:

Working with children	<input type="checkbox"/> Yes <input type="checkbox"/> No	Demonstrated Team Work	<input type="checkbox"/> Yes <input type="checkbox"/> No
Previous day camp experience	<input type="checkbox"/> Yes <input type="checkbox"/> No	Demonstrated Leadership Skills	<input type="checkbox"/> Yes <input type="checkbox"/> No
with Children ages 4 – 12	<input type="checkbox"/> Yes <input type="checkbox"/> No	working with the public	<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:**

A valid G Driver's Licence is required 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"

Other: Please Specify:

Please note that the successful candidate shall have a valid G licence on their start date, no exceptions. Will you have a G Driver's Licence by your start date?

Yes  Appointment booked prior to start date.  No

**Duties and Responsibilities:**

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

Duty	Willing	Able	Experienced
This position must assist in the planning and development of a summer activities program.	<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 must be lead a balanced program of games, music, drama, crafts and sports specifically designed for the benefit and well-being of the participants.	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
To remain flexible, staying focused and being prepared for the daily events of camp.	<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 requires the supervision of all participants to ensure safety at all times whether it be on site, on day trip or at a special event.	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Transport craft and sporting equipment from one of two day camp sites to the other 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
This position is required to complete all paperwork including program plans, daily diaries, records and accident forms in a timely manner.	<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 must perform site inspections every morning and evening to ensure the program area is safe for the participants.	<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, as a representative of Quinte West is required to remain professional at all times with regards to: the children and their families, dealing with the public, staff, partners at Hastings County and in our appearance.	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No

**Only complete the following section if applying to the Coordinator position:**

<b>Duty</b>	<b>Willing</b>	<b>Able</b>	<b>Experienced</b>
Be responsible for the planning and development of a summer activities program.	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Coordinate staff training in cooperation with Hastings County.	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Regularly update the day camp training manual.	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Oversee the Day Camp Leaders and provide leadership.	<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 required 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
All other duties as listed above.	<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:**

This position requires work in the following environment:

<b>Work Environment</b>	<b>Willing</b>	<b>Able</b>	<b>Experienced</b>
This position requires travel to various sites throughout Quinte West 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
Works both outdoors in the elements and indoors.	<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 work requires wearing a uniform.	<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.

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

- Speak  Yes  No
- Read  Yes  No
- Write  Yes  No

**Assets:**

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

If yes, please describe:

**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.

**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 student opportunity.

- Yes  No

I am available for the duration of this opportunity that may last through to September.

- 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 Vulnerable Sectors with favourable results. I am aware that successful candidates will be required to complete a vulnerable sector 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](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 (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):**

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**Signature**

**Date completed:**