



A Natural Attraction

## Career Profile Application Form

### Engineering Technician – Summer Student Public Works and Environmental Services

A resume and application must be submitted by email and will be accepted up to **4:30 p.m. on Friday, January 19, 2018** 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.

#### Availability:

Requirement	Willing	Able	Experienced
This position requires students to work weekdays. Is that a problem for you?	<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 students to work May through to the end	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No

of August.			
This position requires students to work May through to the end of August.	<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 students to work a minimum 35 hours/week.	<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"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No

We hope to hold interviews during “reading week”. Please provide the dates of your break.

Are you available for an interview during that time?

Yes  No – If not, 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 Diploma     
 Certificate     
 Diploma     
 Degree  
 Masters     
 PhD     
 Other: Please specify:     
 None of the above

Although not required, the following would be an asset to this position. Please check those that apply.

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.
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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.
AED Certificate	<input type="checkbox"/> Yes, and valid	<input type="checkbox"/> Yes, but expired.	<input type="checkbox"/> No, but am willing to work toward obtaining.
WHMIS Certificate	<input type="checkbox"/> Yes, and valid	<input type="checkbox"/> Yes, but expired.	<input type="checkbox"/> No, but am willing to work toward obtaining.

Preference will be given to a student who is enrolled in a Civil Engineering Program.

Are you currently enrolled in a Civil Engineering Program?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Education in a related program.	<input type="checkbox"/> Yes <input type="checkbox"/> No
	<input type="checkbox"/> Yes <input type="checkbox"/> No	Education in a non-related program.	<input type="checkbox"/> Yes <input type="checkbox"/> No

At the end of the school year, Spring 2018 what year of your program will you have completed?

- 1<sup>st</sup> Year       2<sup>nd</sup> Year       3<sup>rd</sup> Year       4<sup>th</sup> Year

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:

Duty	Willing	Able	Experienced
Municipal work experience.	<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 with the public?	<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 following, do you possess the following skills:

Proficiency with MS Word	<input type="checkbox"/> Yes <input type="checkbox"/> No	Requirement to demonstrate tact and discretion.	<input type="checkbox"/> Yes <input type="checkbox"/> No
Proficiency with MS Excel	<input type="checkbox"/> Yes <input type="checkbox"/> No	Requirement to deal effectively and courteously in all aspects of the position.	<input type="checkbox"/> Yes <input type="checkbox"/> No
Maintain confidentiality.	<input type="checkbox"/> Yes <input type="checkbox"/> No	Work with the public	<input type="checkbox"/> Yes <input type="checkbox"/> No

Foster good rapport.	<input type="checkbox"/> Yes <input type="checkbox"/> No	Foster cooperative working relationships.	<input type="checkbox"/> Yes <input type="checkbox"/> No
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Although not required for the position, the following would be considered an asset:

Customer service skills	<input type="checkbox"/> Yes <input type="checkbox"/> No	Creative abilities	<input type="checkbox"/> Yes <input type="checkbox"/> No
Strong communication.	<input type="checkbox"/> Yes <input type="checkbox"/> No	Research skills	<input type="checkbox"/> Yes <input type="checkbox"/> No
Public relations	<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
Assists in the development and implementation of maintenance programs for the operation and rehabilitation of municipal road infrastructure.	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No

Assists in the development and implementation of maintenance programs for the operation and rehabilitation of municipal bridge, infrastructure.	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Assists in the development and implementation of maintenance programs for the operation and rehabilitation of municipal water infrastructure.	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Assists in the development and implementation of maintenance programs for the operation and rehabilitation of municipal wastewater infrastructure.	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Assists in the development and implementation of maintenance programs for the operation and rehabilitation of municipal storm water infrastructure.	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Collects and coordinates data to be entered into the Municipality's work management software.	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Assists in the development and review of policies.	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Assists in the development and review of 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
Assists in the development and review of standards.	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Assists in the development and review of plans.	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Assists in the development and review of programs governing the Operations Department.	<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 the Engineering Summer Student to work in the various municipal buildings of Quinte West and in many areas of the Municipal Infrastructure.	<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.

<b>Employer:</b>	<b>Job Title (include employment dates):</b>	<b>Related Experience:</b>

**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 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](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):**

**Signature**



**Date completed:**