



A Natural Attraction

## Career Profile Application Form

### Market Clerk Planning and Development Services

A 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 note no hard copies will be accepted.

#### 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:

<b>I am aware that:</b>	<b>Willing</b>	<b>Able</b>
This is a 26 week contract position.	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
The Market opens the first Saturday in May and closes the last Saturday in October.	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
The contract is to include up to 494 hours per season; two days per week 7:00 am – 2:00 pm.	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
This position shall require the attendance of the Market Clerk at Farmers' Market Task Group Meetings approximately three (3) times a year.	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No

I am available for work as follows:

Days  Evenings  Wednesday's  Saturdays  Holidays

**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 Diploma               Certificate               Diploma               Degree
- Masters               PhD               Other: Please specify:               None of the above

In what field is the above in? What is the name of the program?

<b>Education/Specialized Training/Skills:</b>	<b>Willing</b>	<b>Able</b>	<b>Experienced</b>
Intermediate computer skills with proficiency in Microsoft Word.	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Intermediate computer skills with proficiency in Microsoft Excel.	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Intermediate computer skills with proficiency in email.	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Possess a strong customer focus, excellent interpersonal and communication skills and be able to work effectively in a team environment or independently.	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Must be a reliable self-starter and able to make decisions and function with minimal supervision.	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Possess strong organizational skills, be able to manage multiple/changing demands and priorities and be capable of performing a variety of tasks simultaneously.	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Must be able to perform some physical labour such as 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

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.

CPR "C" Level (Basic Rescuer) Certificate

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

**Experience:**

A minimum of one (1) year of related experience in a clerical support and customer service is required. Do you have 1 year of related experience?  Yes  No

## Duties and Responsibilities:

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

Duty	Willing	Able	Experienced
Oversee the weekly operations of the Farmers' Market including monitoring, documenting and enforcing City Bylaws, City Health and Safety Policies, the Hastings and Prince Edward Counties Health Unit Guidelines and the Ontario Ministry of Agriculture and Food and Rural Affairs (OMAFRA) regulations.	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Responsible for managing the Market including performing routine opening and closing duties.	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Forecast and manage any parking lot issues that may arise, including following City protocols when dealing with vehicle tow 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
Ensure that Vendors are operating in accordance with Bylaws, rules and regulations.	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Perform financial and accounting tasks related to fee collections for daily permits.	<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 with tact and discretion to all Market related inquiries (in person, phone, email, etc.) that are received at the Farmers' Market, and guided by the City Economic Development & Tourism Services staff.	<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 data and assign location of Vendors using City provided stall footprint requirements.	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Act as a liaison between the City Staff, Market Vendors and the Public. This will include documenting and reporting any incidents and/or public complaints that may occur.	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Maintain a harmonious and cordial atmosphere at the Market.	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Report any building maintenance requirements.	<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 and provide Farmers' Market updates at Farmers' Market Task Group Meetings.	<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 implementation and promotion of events.	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Responsible for data and statistic collection.	<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

**Decision Making:**

Decision Making Duty	Willing	Able	Experienced
The position is responsible for providing timely, accurate information to the Economic Development Coordinator and for responding to the decisions and directions generated by same.	<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:**

Work outdoors on a regular basis. Are you willing/able to work outdoors on a regular basis?

Yes  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:

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**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

**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.

**Special Note:**

Are you currently a vendor at the Front Street Farmers Market?  Yes  No

**Seasonal/Casual/Contract Employment:**

Are you a former employee, previously employed by the City of Quinte West?

- Yes, I am.  No, I am.

Please note that previous 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 seasonal opportunity.

- 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 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:**