



A Natural Attraction

Career Profile Application Form

Marina Attendant – Summer Student Corporate and Financial Services

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

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:

This position requires that you are available Days, Evenings, Weekends and Holidays; Are you available for all?

Yes 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 2nd 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 for this position:

Smart Serve Certificate	<input type="checkbox"/> Yes, and valid	<input type="checkbox"/> Yes, but expired.	<input type="checkbox"/> No, but am willing to work toward obtaining.
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.
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.
CPR "C" Level (Basic Rescuer) 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 Training	<input type="checkbox"/> Yes, and valid	<input type="checkbox"/> Yes, but expired.	<input type="checkbox"/> No, but am willing to work toward obtaining.
Boating Licence	<input type="checkbox"/> Yes, and valid	<input type="checkbox"/> Yes, but expired.	<input type="checkbox"/> No, but am willing to work toward obtaining.
Bronze Medallion	<input type="checkbox"/> Yes, and valid	<input type="checkbox"/> Yes, but expired.	<input type="checkbox"/> No, but am willing to work toward obtaining.
Fuel Handling Training	<input type="checkbox"/> Yes, and valid	<input type="checkbox"/> Yes, but expired.	<input type="checkbox"/> No, but am willing to work toward obtaining.

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:

Using computers	<input type="checkbox"/> Yes <input type="checkbox"/> No	Buoys	<input type="checkbox"/> Yes <input type="checkbox"/> No
Point of Sale (POS) systems	<input type="checkbox"/> Yes <input type="checkbox"/> No	Boats	<input type="checkbox"/> Yes <input type="checkbox"/> No
Gas pumping	<input type="checkbox"/> Yes <input type="checkbox"/> No	Knots	<input type="checkbox"/> Yes <input type="checkbox"/> No
Canteen equipment	<input type="checkbox"/> Yes <input type="checkbox"/> No	VHS Radio	<input type="checkbox"/> Yes <input type="checkbox"/> No
Custodian duties	<input type="checkbox"/> Yes <input type="checkbox"/> No	Boat receiving	<input type="checkbox"/> Yes <input type="checkbox"/> No
Working retail	<input type="checkbox"/> Yes <input type="checkbox"/> No	Working with the public	
Working in a tourism capacity	<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 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
This position is responsible for handling money, balancing registers and cashing out	<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 may require employees to be responsible for securing, fueling and pumping boats.	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Greet customers and answer inquiries.	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Monitor all crafts and patrons to ensure they are properly docked and have complied with all safety 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
Make reservations and register overnight 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
Incumbent will collect all fees as they pertain to the operation of the marina; launch ramps, transient dockage, seasonal dockage and fuel dock services.	<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 and secure any designated fees from transient boaters and daily launch boaters.	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Tend to 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
Providing maintenance of the marina including cleaning washrooms, launching ramps, docks, changing garbage containers, 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
Perform grounds maintenance including grass cutting and trimming, gardening tasks, and collect garbage in open spaces, at the waterfront, and in parking lots.	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Will rake/sweep/pick up excess debris in basin	<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 the marina and parking lots.			
Operate and perform minor maintenance on push lawnmower, power weed eater, and to understand/apply standard operating procedures (SOPs).	<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 independently and perform minor maintenance functions; i.e. painting, equipment repair.	<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 minor repairs on benches, tables, chairs, picnic tables and structures.	<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 Occupational Health & Safety duties as outlined in the Corporate Health & Safety 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
Have basic computer skills, with experience with 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
Have basic computer skills, with experience with 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
Have basic computer skills, with experience with Outlook.	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Have basic computer skills, with experience with Harbour Management Systems.	<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 the Mariana Attendant to work in the following environment:

Work Environment	Willing	Able	Experienced
Works outdoors most often, occasionally exposed to extreme or inclement weather.	<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
Appropriated personal protective equipment is 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
Work around Marine conditions including water.	<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 around Marine conditions including ropes, boats and docks.	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No

Physical/Cognitive/Safety Requirements:

This job requires the following:

Physical/Cognitive/Safety Requirement	Willing	Able	Experienced
Bending: Frequent kneeling, crouching, squatting, cleaning, picking up refuse.	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Walking: Frequent walking on rough or uneven surfaces (Bay Banks, Docks).	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Standing: Prolonged periods of standing and serving public in various roles.	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Lifting: Perform moderate to heavy lifting, up to 40 pounds (18.26 kg).	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No

Marina staff may be required to complete work in the following areas. How would you rank them from most to least desirable using a scale of 1 being the most desired and 4 being the least desired?

- Dock Attendant
- Fuel Station Attendant
- Custodial/Grounds
- Maintenance
- Canteen/Gathering Hall
- Attendant

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

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.

Assets:

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

If yes, please describe:

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 seasonal 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
- 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: