



A Natural Attraction

## Career Profile Application Form

### Seasonal Afternoon Custodian Corporate & Financial Services (CFS)

A resume and application **must** be submitted by email and will be accepted up to **4:30 p.m. on Friday September 20, 2019** to [hr@quintewest.ca](mailto:hr@quintewest.ca). Please note we will **not** accept any hard copies.

#### 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.
- In the information boxes provided under the questions below, you will list the top three positions (including years in each position), job titles, and details of your work experience/skills. Failure to complete will forfeit your opportunity to apply for this position.

#### Availability:

I am available for work as follows:

Days  Evenings  Saturdays  Sundays  Holidays

This Afternoon position requires the incumbent to work Monday – Friday from 12:30pm – 9:00pm. I am available to work the following schedule.

Yes  No

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

Demonstrated interpersonal and team skills. Do you have experience working with a team?

- Yes    No

Basic knowledge of the operation of heating systems and other facility equipment.

Do you have this experience?

- Yes    No

Effective communication skills.

Do you have effective communication skills?

- Yes    No

Have you had previous training in WHMIS 2015?

- Yes    No

Do you currently hold a valid First Aid certification?

- Yes    Yes, but expired    No

Do you currently hold a valid certification CPR?

- Yes    Yes, but expired    No

### Experience:

A minimum of one (1) year of experience in custodial services in a public facility is required.

How many years of experience do you have in custodial services?

- No Experience    less than 1 year    1 year of experience    More than 1 year

How many years of experience do you have in a public facility?

- No Experience    less than 1 year    1 year of experience    More than 1 year

How many years of experience do you have in custodial services in a public facility?

No Experience    less than 1 year    1 year of experience    More than 1 year

**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 Driver's Licence would be an asset for this position.

Please indicate which of the following Driver's Licence(s) you hold, if any:

Licence Class or provincial equivalent:  Licence    "G1"    "G2"    "G"    "A"

"B"    "C"    "D"    "Z"

Other: Please Specify:

**Duties and Responsibilities:**

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

Duty	Willing	Able	Experienced
Clean City facilities employing proper methods in accordance with approved standards using proper and adequate equipment, tools and supplies (mopping, sweeping).	<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"/> Paid <input type="checkbox"/> Unpaid
Monitor and report as necessary, the attendance and use of the facilities.	<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"/> Paid <input type="checkbox"/> Unpaid
Monitor operation of facility equipment/fixtures such as boilers, water heaters, mechanical systems etc. and report problems arising.	<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"/> Paid <input type="checkbox"/> Unpaid
Maintain facility entrances free of snow, ice, litter 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 <input type="checkbox"/> Paid <input type="checkbox"/> Unpaid
Ensure proper disposal of garbage/refuse/recycling in accordance with City By-laws/procedures and Department policy.	<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"/> Paid <input type="checkbox"/> Unpaid
Monitor restricted parking and report problems/emergencies.	<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"/> Paid <input type="checkbox"/> Unpaid
Assist user groups and other approved organizations in the provision of resource support when directed.	<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"/> Paid <input type="checkbox"/> Unpaid
Complete room set-ups including the lifting of tables, chairs and related office equipment.	<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"/> Paid <input type="checkbox"/> Unpaid
Respond to any facility emergencies or problems which may occur and complete the appropriate action and 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 <input type="checkbox"/> Paid <input type="checkbox"/> Unpaid
Promote good public relations giving the City of Quinte West a positive public image through its facilities and 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 <input type="checkbox"/> Paid <input type="checkbox"/> Unpaid
Ensure that the facility users comply with municipal policies, provincial codes, acts and legislation related to the facility bookings.	<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"/> Paid <input type="checkbox"/> Unpaid
Be aware of and follow the Occupational Health & Safety Act.	<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"/> Paid <input type="checkbox"/> Unpaid
Attend related training and development as 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 <input type="checkbox"/> Paid <input type="checkbox"/> Unpaid
Respond to evening and weekend emergency callouts in the event of building alarms and emergencies.	<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"/> Paid <input type="checkbox"/> Unpaid

*Note:* Above duties are representative of a typical position and are not to be construed as all-inclusive.

**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

**Decision Making:**

The position is responsible for providing timely, accurate information to the Manager of Buildings & Facilities and for responding to the decisions and directions generated by same.

**Supervision:**

This position does not oversee other staff.

**Work Environment:**

This job requires the following. Please indicate if you are willing and able or if you are not willing and/or able.

<b>Work Environment</b>	<b>Willing</b>	<b>Able</b>	<b>Experienced</b>
Regular work in indoor facilities.	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Evening work may be 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
Periodic outdoor parks work 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
This position may require the incumbent to work at various sites throughout 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
40 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
I understand that Custodian hours can be varied by 1 hour to meet operational needs.	<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 to respond to Emergency call outs.	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Overtime – is rare, but may be 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
Periodic outdoor work 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
Requires lifting up to 50 lbs.	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Own vehicle may be required & therefore insurance. Mileage would be reimbursed.	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Dealing with the public & promote good public relations.	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Ability to work with others. (Contractors & Site Representatives, City 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
Ability to work 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
Ability to work 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

**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>
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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.

Are you available to work through the end of October?

- 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 Level 4 Security Clearance and Criminal Background Check with favourable results. I am aware that successful candidates will be required to complete a level 4 security clearance and criminal background 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: