



A Natural Attraction

Career Profile Application Form

Summer Student Public Works and Environmental Services

A resume and application must be submitted by email and will be accepted up to **4:30pm on Friday January 19, 2019** 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.

Position Applying for:

Please indicate which summer student position you are applying for:

- Parks Labourer Roads Labourer Downtown Labourer
- Plant Labourer Water Labourer

If you are applying for **more than one position**, please indicate your order of preference:

1. 2. 3.

Student Employment Status:

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 summer student opportunity.

Yes No

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

Yes No

Availability:

Requirement	Willing	Able	Experienced
Some roles require working weekdays.	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Some roles require working weekends depending on special 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
Some roles require working evenings.	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Some roles require working public holidays.	<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 per 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
Requires a commitment to work for the duration of the summer	<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 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 all positions:

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.
Traffic Control	<input type="checkbox"/> Yes, and valid	<input type="checkbox"/> Yes, but expired.	<input type="checkbox"/> No, but am willing to work toward obtaining.
Safe at Work Ontario	<input type="checkbox"/> Yes, and valid	<input type="checkbox"/> Yes, but expired.	<input type="checkbox"/> No, but am willing

			to work toward obtaining.
Power Tool Operation	<input type="checkbox"/> Yes, and valid	<input type="checkbox"/> Yes, but expired.	<input type="checkbox"/> No, but am willing to work toward obtaining.

Experience:

Please check all areas that you have previous work experience:

Horticulture	<input type="checkbox"/> Yes <input type="checkbox"/> No	Landscaping experience	<input type="checkbox"/> Yes <input type="checkbox"/> No
Turf maintenance	<input type="checkbox"/> Yes <input type="checkbox"/> No	Planting	<input type="checkbox"/> Yes <input type="checkbox"/> No
Roadway flagging	<input type="checkbox"/> Yes <input type="checkbox"/> No	Edging	<input type="checkbox"/> Yes <input type="checkbox"/> No
Hydrant flushing	<input type="checkbox"/> Yes <input type="checkbox"/> No	Weeding	<input type="checkbox"/> Yes <input type="checkbox"/> No
Painting	<input type="checkbox"/> Yes <input type="checkbox"/> No	Cultivating	<input type="checkbox"/> Yes <input type="checkbox"/> No
Equipment Repairs	<input type="checkbox"/> Yes <input type="checkbox"/> No	Watering	<input type="checkbox"/> Yes <input type="checkbox"/> No
Push Lawnmower	<input type="checkbox"/> Yes <input type="checkbox"/> No	Fertilizing	<input type="checkbox"/> Yes <input type="checkbox"/> No
Ride lawnmower	<input type="checkbox"/> Yes <input type="checkbox"/> No	Garbage pick up	<input type="checkbox"/> Yes <input type="checkbox"/> No
Power weed eater	<input type="checkbox"/> Yes <input type="checkbox"/> No	Garbage disposal	<input type="checkbox"/> Yes <input type="checkbox"/> No
Power tools	<input type="checkbox"/> Yes <input type="checkbox"/> No	Event Set up (moving tables, chairs, stages, snow fencing)	<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 or G2 Driver's Licence is required for all positions.

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 minimum of a valid G2 licence on their start date, no exceptions. Will you have a minimum of a valid G2 licence on your start date?

Yes Appointment booked prior to start date. No

Do you have a clean driver abstract?

Yes No

Duties and Responsibilities:

Please note that this section contains duties and responsibilities from all positions. Not all duties are required for each position. Please indicate all the duties and responsibilities you are willing/able to perform.

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

Duty	Willing	Able	Experienced
Perform parks 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
Perform road 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
Perform water/wastewater 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
Assist with various departmental duties such as turf maintenance, horticulture	<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 roadway flagging, and hydrant flushing	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Set up for special events. i.e. moving tables, chairs, stages, snow fencing, 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
Be responsible for general grounds keeping duties 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
Collect and dispose of garbage and recycling items.	<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. equipment repairs, 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
Operate push lawnmower, power weed eater, and power tools, and understand/apply standard operating 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
Maintain municipal landscaped areas. Tasks include planting, edging weeding, cultivating, watering, fertilizing, and using handheld power tools.	<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 other duties as assigned in accordance with department objectives.	<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 work independently and perform minor maintenance functions such as equipment repairs.	<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 deal courteously and effectively with the general public, rental organizations and 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

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 working 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
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
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

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	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No

heavy lifting, up to 40 pounds (18.26 kg).			
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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 possess experience in working with a Municipality? Yes No

Do you possess experience in outdoor maintenance? Yes No

Do you have any community service involvement or volunteer service experience?

Yes No

If yes, please describe:

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 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

All positions require a valid Driver's Licence, candidates will be required to consent to the running of a Driver's Abstract and the results must be clean/clear and valid

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: