



A Natural Attraction

Career Profile Application Form

Tourism Ambassador – Summer Student Economic Development and Tourism Services

A cover letter, resume and application must be submitted by email and will be accepted up to **4:30 p.m. on Friday, January 18th, 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:

- Tourism Ambassador
 Tourism Ambassador Coordinator
 Both

Availability:

Requirement	Willing	Able	Experienced
This position requires students to work weekdays and/or 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
This position requires that you are available 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
This position requires that you are available 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

May/June: 18 – 25 hours per week (minimum).	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
July/August: 60 hours every two (2) weeks (minimum).	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
More hours are possible 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

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:

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.
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.

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:

Hospitality	<input type="checkbox"/> Yes <input type="checkbox"/> No	Working in a tourism capacity	<input type="checkbox"/> Yes <input type="checkbox"/> No
Customer Service	<input type="checkbox"/> Yes <input type="checkbox"/> No	Using computers	<input type="checkbox"/> Yes <input type="checkbox"/> No
Event Management	<input type="checkbox"/> Yes <input type="checkbox"/> No	Assisting visitors	<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:

Although not required, a valid G Driver's Licence would be an asset for this position. (there is an expectation to transport materials to event sites).

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:

Duties and Responsibilities:

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

Duty	Willing	Able	Previous Experience
Offer friendly and courteous front line service by providing accurate and relevant information to visitors/residents making 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
Ensure a complete understanding and knowledge of the tourism offerings within the City	<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 Quinte West, the Bay of Quinte Region and The Great Waterway.			
This position requires a familiarization of tourism offerings across the province of Ontario in centres such as Ottawa, Toronto and Niagara Falls.	<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 engage visitors to solicit, obtain and then log valuable visitation data for statistical purposes and marketing development. As well as ability to engage visitors in a dialogue that will encourage them to take advantage of Quinte West offerings and extend their stay before sending them on to their desired destination.	<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 day to day operations of the Visitor Centre including administrative duties, opening and closing functions, light cleaning & stocking materials.	<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 provide excellent customer service and act as an ambassador of 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 must provide accurate and relevant information to visitors/residents making 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

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:

Work Environment	Willing	Able	Experienced
This position requires the Tourism Ambassador to work in one of the following two tourism centres in Quinte west: • 401 & Glen Miller Road location	<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 Tourism Ambassador to work in one of the following two tourism centres in Quinte west: • Quinte West Chamber of Commerce	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
The position also requires the employee to manage Information booths at special events when 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
Works outdoors at times, occasionally exposed to 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

Physical/Cognitive/Safety Requirements:

This job requires the following:

Physical/Cognitive/Safety Requirement	Willing	Able	Experienced
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

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 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 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?

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

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: