



**Career Profile Application Form
Municipality of Chatham-Kent**

**Internal/External Job Posting
Administrative Assistant III
Job # PCH 13-10**

(Closing at 4:30 p.m. on Monday, November 25, 2013) (**REVISED**)

Please attach this application form to the front of your resume. (Please do not include a cover letter).

PLEASE PRINT:

Name:			
	(last name)		(first name or name known by)
Address:	911 Street Address		
	Apartment/Unit #	PO Box	Rural Route
	City/Town		Postal Code
Telephone:	Home	Cell	
	Work		
Email address:			

Please see the bottom of the last page for instructions on completing this Career Profile and your resume. Where boxes have been provided to insert your related experience, please include details of all your related experience to match the years of experience you have included, along with when and where you obtained the experience. Your resume should complement your career profile, but not replace the profile (your resume should contain the same information).

Education:		
Do you possess a related college certificate or diploma? Yes <input type="checkbox"/> No <input type="checkbox"/>		
If yes, please include name of program below:		
If no, have you taken any related office administrative courses? Yes <input type="checkbox"/> No <input type="checkbox"/>		
If yes, please include information about your courses below:		
Related experience:		
Do you possess related experience in an office/administrative related position? Yes <input type="checkbox"/> No <input type="checkbox"/>		
If yes, how many years of experience: <input type="text"/>		
Please describe in detail in the box below your related experience , and include when and where you obtained the experience (names of employers, job titles, dates in positions, your experience based on this question and the job ad). Note: this box will expand to 2000 characters.		

Do you possess knowledge of the Active Communities and Trails? Yes <input type="checkbox"/> No <input type="checkbox"/>	
Please describe in <u>detail</u> in the box below your related experience/knowledge and include <u>when</u> and <u>where</u> you obtained the experience. Note: this box will expand to 2000 characters.	
Do you possess awareness of/experience with tracking municipal budget process? Yes <input type="checkbox"/> No <input type="checkbox"/>	
If yes, how many years of experience: 	
Please describe in <u>detail</u> in the box below your related experience , and include <u>when</u> and <u>where</u> you obtained the experience (names of employers, job titles, dates in positions, your experience based on this question and the job ad). Note: this box will expand to 2000 characters.	
Do you possess experience coordinating other staff schedules? Yes <input type="checkbox"/> No <input type="checkbox"/>	
If yes, how many years of experience: 	
Please describe in <u>detail</u> in the box below your related experience , and include <u>when</u> and <u>where</u> you obtained the experience (names of employers, job titles, dates in positions, your experience based on this question and the job ad). Note: this box will expand to 2000 characters.	
Do you possess experience arranging meetings, including facilities, agendas, recording and transcribing minutes? Yes <input type="checkbox"/> No <input type="checkbox"/>	
If yes, how many years of experience: 	
Please describe in <u>detail</u> in the box below your related experience , and include <u>when</u> and <u>where</u> you obtained the experience (names of employers, job titles, dates in positions, your experience based on this question and the job ad). Note: this box will expand to 2000 characters.	
Do you possess experience tracking projects, following-up, ensuring timelines are met? Yes <input type="checkbox"/> No <input type="checkbox"/>	
If yes, how many years of experience: 	
Please describe in <u>detail</u> in the box below your related experience (including the types of databases) , and include <u>when</u> and <u>where</u> you obtained the experience (names of employers, job titles, dates in positions, your experience based on this question and the job ad). Note: this box will expand to 2000 characters.	
Do you possess experience tracking income and expenditures? Yes <input type="checkbox"/> No <input type="checkbox"/>	
If yes, how many years of experience: 	
Please describe in <u>detail</u> in the box below your related experience , and include <u>when</u> and <u>where</u> you obtained the experience (names of employers, job titles, dates in positions, your experience based on this question and the job ad). Note: this box will expand to 2000 characters.	

Do you possess experience drafting tenders / RFPs (request for proposal)? Yes ☐ No ☐

If yes, how many years of experience:

Please describe in detail in the box below **your related experience**, and include when and where you obtained the experience (names of employers, job titles, dates in positions, your experience based on this question and the job ad). **Note:** this box will expand to 2000 characters.

Is there any other related experience you would like to tell us about? If yes, please describe in the box below, including when and where you obtained this experience. **Note:** the box will expand to 2000 characters.

Computer Skills:

What is your level of experience in the following programs:

Microsoft Word ☐ Advanced ☐ Intermediate ☐ Novice ☐ None

Microsoft Excel ☐ Advanced ☐ Intermediate ☐ Novice ☐ None

Microsoft PowerPoint ☐ Advanced ☐ Intermediate ☐ Novice ☐ None

Microsoft Outlook (email) ☐ Advanced ☐ Intermediate ☐ Novice ☐ None

Do you possess experience managing municipal webpages? Yes ☐ No ☐

If yes, please include detailed information below:

Do you possess experience researching? Yes ☐ No ☐

If yes, please include detailed information below:

License requirement:

Because this position would be required to travel, a valid Province of Ontario driver's license with a reliable motor vehicle is necessary.

Do you possess a valid Ontario driver's license? Yes ☐ No ☐

Do you possess reliable motor vehicle? Yes ☐ No ☐

Physical requirements:

- Bending: infrequent crouching, squatting; occasional stooping, twisting, kneeling (some duties lead to awkward situations i.e. moving or retrieving files)
- Walking: occasional walking on level surface
- Sitting: constant sitting in chair (computer duties, paper work, telephone, etc.)
- Reaching: occasional reaching above shoulder, below shoulder, forward, backward, handling (up to 6.8 kg or 15 lbs) (accessing files and binders located in multi-level filing systems)
- Lifting: infrequent lifting above shoulder, overhead, pushing at or above shoulder, pulling at or above shoulder; occasional lifting floor to waist, waist to shoulder, at shoulder, carrying, transferring, pushing below shoulder, pulling below shoulder (up to 6.8 kg or 15 lbs) (carrying files, binders, mail, etc.)
- Standing: occasional standing inside (customers at a counter, waiting for pint jobs, etc.)
- Hands: constant fine finger dexterity (movement), gripping, mousing (computer, mousing, scrolling, file/paperwork, telephone, copier, faxing, postage machine, etc.)

Are you able to complete the above physical requirements? Yes ☐ No ☐

Hours of work:

This position works mainly weekdays, with occasional evenings or weekend hours.

Would you be available to work occasional evenings and weekend hours? Yes ☐ No ☐

Other requirements:

Do you understand that all employees will be required to complete Health & Safety and other on-line mandatory training on or by their first day of employment, and that other training (including Health & Safety policies) may be required? Yes ☐ No ☐

Where did you read or hear about this job opening:

☐ Our website under municipal jobs at www.chatham-kent.ca?

☐ Through our job subscription (signed up for notification when a job was posted)?

☐ Through another source? **If yes**, where:

Are you legally entitled to work in Canada? Yes ☐ No ☐

REQUIRED: (must be completed)

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: (print name)

Date completed:

Applicant information is collected under the authority of the Municipal Freedom of Information and Privacy legislation and will be used strictly for the purpose of candidate selection. The Municipality of Chatham-Kent is an equal opportunity employer. We thank all candidates in advance; however, only those candidates selected for an interview will be contacted.

Instructions for completing this Career Profile and preparing your resume:

- This **Career Profile** is available in MS Word 2010 or Adobe format; if you are not able to use the MS Word document, please use the Adobe version (complete by hand)
- Please answer 'yes' or 'no' to each question; please do not select both yes and no, or leave both blank
- Where we have provided a box for you to include information about your related experience, **please do not insert 'see resume'**; we ask that you **include all the details of your related experience**, including when and where you obtained the experience, job titles, etc. (the same detailed information found in your career profile should be found in your resume)
- In your **resume** include your current and past employer's names, and under each employer include your job titles, dates you were in each position, and details of your experience for each position relevant to this job position; please include information that you have inserted in the career profile
- Please do not include a cover letter or copies of transcripts, licenses, certificates, etc.
- If submitting electronically in a Word format, please submit your Career Profile and resume in separate documents

NOTE: The boxes where you are asked to include your experience will expand up to 2000 characters. For information on what we look for in a resume, please see [Applying & Interview Tips](#) under **Municipal Jobs** at www.chatham-kent.ca.

www.chatham-kent.ca