



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

**2014 Summer Student Job Posting  
Clerical Assistant Housing - Student  
Job # HS 14-1**

(Closing at 4:30 p.m., Friday, February 21, 2014)

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

**PLEASE PRINT:**

<b>Name:</b>	(last name)			(first name or name known by)		
	<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>						

**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).

**Student qualification**

**For positions subject to receiving Federal or Provincial government student subsidy funding;** the funding requires the summer student to:

- Be attending school full-time in 2<sup>nd</sup> term of 2013/2014 (normally ending April/May/June; winter term for college/universities), **and** returning to school full-time in the fall term of 2014 (normally starting August/September; fall term for college/universities)
- Be between 15 and 30 years of age at the start of the employment
- Be a Canadian citizen, permanent resident or person to whom refugee protection has been conferred under the Immigration and Refugee Protection Act
- Be legally entitled to work in Canada in accordance with relevant provincial/territorial legislation and regulations

Will you be attending school full-time in the 2<sup>nd</sup> term of 2013/2014 school year (normally ending April/May/June)?  
Yes  No

Will you be attending school full-time in the fall of 2014 (normally starting August/September)? Yes  No

Do you meet all other student qualifications listed above? Yes  No

**Education:**

Because of the responsibilities of this position, preference will be given to students currently enrolled in a post-secondary university program in Social Work, Psychology, Sociology or Business Administration.

Are you currently enrolled in a post-secondary program? Yes  No

**If yes,** please include name of program below:

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**Clerical Assistant Housing – Student**

Job # HS 14-1

**Related experience:**

Do you possess experience working in an administrative/clerical position in an office environment? Yes  No

**If yes**, did you obtain experience in the following areas:

**# Mos. or Yrs.:**

Reception experience in an office environment? Yes  No

Typing correspondence (i.e. letters, memos, emails, etc.)? Yes  No

Operating office equipment (i.e. photocopier, fax machine, postage meter, etc.)? Yes  No

File management (i.e. creating files, filing in storage system, retrieving, etc.)? Yes  No

**Please describe in detail in the box below your related office 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 customer service experience in an office environment? Yes  No

**If yes**, did you obtain experience in the following areas:

**# Mos. or Yrs.:**

Answering phone calls, taking/relaying messages? Yes  No

Communicating with clients/customers via email? Yes  No

Dealing with customers in person? Yes  No

Following-up with customers upon obtaining information they requested? Yes  No

**Please describe in detail in the box below your related customer service experience in an office environment**, 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 experience working with families in need of assistance (through work, volunteer or co-op positions)?

Yes  No

**If yes**, length of experience:   months  years

**Please describe in detail in the box below your related experience working with families in need of assistance**, 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

## Clerical Assistant Housing – Student

Job # HS 14-1

### Essential physical and/or safety requirements:

- Sitting: constant sitting in a chair
- Hands: constant fine finger dexterity (movement), mousing (filing, computer, mousing)

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

### Other physical and/or safety requirements:

- Bending: infrequent crouching, squatting (filing)
- Walking: occasional walking on level surface
- Reaching: infrequent reaching above shoulder, below shoulder, forward, handling (filing)
- Lifting: infrequent lifting waist to shoulder, at shoulder, carrying (up to 4.55 kgs or 10 lbs) (filing)
- Standing: infrequent standing inside
- Hands: infrequent pinching (filing, computer, mousing)

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

### Other requirements:

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

### Where did you read or hear about this job opening:

- Our website under municipal jobs at [www.chatham-kent.ca](http://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**  **No**

**Completed by: (print name)**

**Date completed:**

The Municipality of Chatham-Kent is an equal opportunity employer, committed to fair and accessible employment practices that attract and retain talented employees. Should you require accommodations during the recruitment process, please contact Human Resources & Organizational Development (HROD) at 519-360-1998 or [ckhr@chatham-kent.ca](mailto:ckhr@chatham-kent.ca). 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. 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](http://www.chatham-kent.ca).

[www.chatham-kent.ca](http://www.chatham-kent.ca)