



CAREER PROFILE APPLICATION FORM

Municipality of Chatham-Kent

Personal Care Giver (PCG) (Casual call-in) (External Job Registry) Job # SS PCG 10-4

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

Applications will be accepted starting January 1, 2010, for a period up to 4:30 p.m., June 30, 2010. Resumes will be kept on file for future casual call-in PCG positions during this period. Please only apply once during this period. Please visit www.chatham-kent.ca for re-application information following June 30, 2010. Please do not include copies of transcripts, licenses, certificates, etc.

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: (include area code)	Home:	Cell:	
	Work:		
Email address:			

Instructions for completing this Career Profile and preparing your resume:

- Save this Career Profile in a MS Word or Adobe format only; if you do not have the MS Word software program, please use the Adobe version
- Please do not include additional information in the Career Profile unless the profile asks for more details
- Please answer 'yes' or 'no' to each question; please do not select both yes and no, or leave both blank
- Your resume should be based on your skills, experience and qualifications compared to those listed in the job ad for this position
- You should include detailed information in your resume for the questions where you answered 'yes'
- Include your current and past employer's names, and under each employer include job titles, dates you were in each position, and a summary of your experience for each position
- When a question asks for the number of years of experience, please only include a number; please do not include +, >, or < signs, or enter an approximate number of years

Education:
Do you have a secondary school diploma? Yes <input type="checkbox"/> No <input type="checkbox"/>
Do you have a college diploma in one of the following programs?
Personal Support Worker (PSW) Yes <input type="checkbox"/> No <input type="checkbox"/>
Developmental Service Worker (DSW) Yes <input type="checkbox"/> No <input type="checkbox"/>
Health Care Aide (HCA) Yes <input type="checkbox"/> No <input type="checkbox"/>
If no, are you currently enrolled on of these programs? Yes <input type="checkbox"/> No <input type="checkbox"/>
If you are currently enrolled, when will you graduate?
<i>Please include in your resume relevant post-secondary courses/programs/workshops not included above.</i>
Certificates:
Do you possess a current Standard Level First Aide certificate? Yes <input type="checkbox"/> No <input type="checkbox"/>
Do you possess a current Level C CPR certificate? Yes <input type="checkbox"/> No <input type="checkbox"/>
Experience:
Do you have previous experience working has a PSW, DSW, or HCA? Yes <input type="checkbox"/> No <input type="checkbox"/>
Do you have experience working in setting for care of the elderly or Long Term Care Facility? Yes <input type="checkbox"/> No <input type="checkbox"/>
Do you have knowledge of and training in mechanical lifts, transferring and positioning techniques for residents? Yes <input type="checkbox"/> No <input type="checkbox"/>
Are you proficient in transfers, bathing, feeding and other personal care duties? Yes <input type="checkbox"/> No <input type="checkbox"/>

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Computer Skills:

Do you have basic computer keyboarding skills? Yes No

Because of the environment this position will be working in, the successful candidate will be required to furnish a Police Information Search (criminal reference check) before commencement of employment.

Are you legally entitled to work in Canada? Yes No

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:	

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.