



CAREER PROFILE APPLICATION FORM

Municipality of Chatham-Kent

Financial Analyst III

Job # FS 10-1

(Closing at 4:30 p.m. on Wednesday, March 24, 2010)

Please attach this application form to the front of your resume. (Please do not include a cover letter).
Please only send one copy (via email, fax, drop off, or regular mail.) Thank you

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:					

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: This position requires a college diploma, preferably in an accounting program	
Do you possess a college diploma or university degree? Yes <input type="checkbox"/> No <input type="checkbox"/>	
If yes, name of the program:	<input style="width: 100%;" type="text"/>
If no, have you taken accounting courses? Yes <input type="checkbox"/> No <input type="checkbox"/> (if yes, please include the courses in your resume)	
If yes, please list courses you have taken below:	<input style="width: 100%;" type="text"/>
If no, do you possess a high school diploma? Yes <input type="checkbox"/> No <input type="checkbox"/>	
<i>Please include in your resume relevant post-secondary courses/programs/workshops not included above.</i>	
Experience: (please include the number of years experience when checking yes)	
TENDERS AND CONTRACTS	
	# Years
Do you possess experience with preparation of tenders/contracts? Yes <input type="checkbox"/> No <input type="checkbox"/>	
If yes, please describe the steps and processes used in the area below, and include further information about your experience in your resume:	<input style="width: 100%;" type="text"/>

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Experience (continued): (please include the number of years experience when checking yes)

PURCHASE ORDERS

Years

Do you possess experience with purchase orders? Yes No

If yes, please describe your experience below and include further information about your experience in your resume:

FRONT COUNTER/RECEPTION

Years

Do you possess front counter/reception experience? Yes No

If yes, please check where you obtained your front counter/reception experience: (mark all relevant boxes)

Retail

Customer Service counter

Purchasing

Government Agency Customer Service

If yes, please describe your experience below and include further information about your experience in your resume:

ACCOUNTING

Years

Do you possess general accounting experience? Yes No

If yes, please check if you have experience in the following areas:

Performing account analysis

Performing account balancing

Performing reconciliations

General ledger maintenance

If yes, please check where you obtained your accounting experience: (mark all relevant boxes)

Personal business

Corporation

Small business

Government Agency

If yes, please describe your experience below and include further information about your experience in your resume:

Do you possess working knowledge of accounting principles and procedures (GAAP)? Yes No

If yes, years of experience:

If yes, please check where you obtained this knowledge/experience:

Corporate

Public Sector Accounting Board

Government Agency

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Computer Skills:	
What is level of experience do you have with Microsoft Word?	Novice <input type="checkbox"/> Intermediate <input type="checkbox"/> Advanced <input type="checkbox"/>
What is level of experience do you have with Microsoft Excel?	Novice <input type="checkbox"/> Intermediate <input type="checkbox"/> Advanced <input type="checkbox"/>
Are you proficient in using CMiC?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Are you proficient in using FMW?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Do you have experience searching for business information on the Internet (example: searching for information on government agency web sites)?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Do you have experience creating documents for and managing web sites?	Yes <input type="checkbox"/> No <input type="checkbox"/>

Because of the environment this position will be working in, the successful candidate will be required to furnish an original Police Information Search (criminal reference check) prior to 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.