



# CAREER PROFILE APPLICATION FORM

## Municipality of Chatham-Kent

**Page**  
**(Tilbury Library)**  
**Job # LIBS 10-8**

(Closing at 4:30 p.m. on Wednesday, June 16, 2010)

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>			

**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
- Please do not include copies of transcripts, licenses, certificates, etc.

**Related experience:**

Do you have previous experience working in a library? Yes  No

**If yes**, please check below the type of library experience you possess:

In a Public Library? Yes <input type="checkbox"/> No <input type="checkbox"/>	If <b>yes</b> , please enter number of years of experience		
In a School Library? Yes <input type="checkbox"/> No <input type="checkbox"/>	If <b>yes</b> , please enter number of years of experience		
Or other type of library? Yes <input type="checkbox"/> No <input type="checkbox"/>	If <b>yes</b> , please enter number of years of experience		

**Please** include a brief description below of your library duties, and include where you obtained the experience:

Do you have previous experience working with children (i.e. a library/daycare type environment)? Yes  No

**If yes**, please enter number of years of experience working with children?

**Please** include a brief description below of your experience working with children:

*Please see page 2.....*

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**Related experience (continued)**

Do you have previous customer service experience in a business/public environment? Yes  No

**If yes**, do you have experience in the following areas:

Working in a team environment? Yes  No

Assisting customers in a face-to-face environment? Yes  No

Responding to telephone enquiries? Yes  No

Handling complaints? Yes  No

**Please** include a brief description below of your duties working in a public or school library:

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Do you have experience classifying documents (alphabetical, numerical, alphanumeric)? Yes  No

**If yes**, please include a brief description of your experience below:

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**Because of the responsibilities of this position, there are the following physical requirements:**

Do you have the ability to lift 11 to 16 kilograms (25 to 35 pounds)? Yes  No

Are you able to stand for extended periods of time? Yes  No

Are you able to bend, kneel and reach? Yes  No

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

<b>Completed by: (print name)</b>	
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<b>Date completed:</b>	
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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.