



**CAREER PROFILE APPLICATION FORM
Municipality of Chatham-Kent**

Internal/External Job Posting

Cook

Job # SS CK 12-7

(Closing at 4:30 p.m. on Wednesday, February 29, 2012)

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 secondary school diploma or equivalent education (i.e. GED)? Yes <input type="checkbox"/> No <input type="checkbox"/>
Required Certifications/Training:
Have you completed the Food Safety Training Program Certificate ? Yes <input type="checkbox"/> No <input type="checkbox"/>
If no , are you registered to take it? If yes , date of course: _____
Do you have a Labour Certificate of Qualifications of Cook (LCQC) ? Yes <input type="checkbox"/> No <input type="checkbox"/>
If no , do you have 6000 hours of cooking experience? (Minimum hours required to write the LCQC exam as per the Apprentice shop requirements of the Ontario Ministry of Training, Colleges and Universities) Yes <input type="checkbox"/> No <input type="checkbox"/>
If no , how many hours of cooking experience (per above) do you possess? _____
Note: Cooks with less than 6000 hours, but more than 4000 hours, of cooking experience must apply to the Ontario Ministry of Training, Colleges and Universities and successfully complete their LCQC exam within six months of completing their 6000 hours of cooking experience.
If you currently do not have your LCQC certificate , will you be able to successfully complete the LCQC within six months of completing your 6000 hours of cooking experience? Yes <input type="checkbox"/> No <input type="checkbox"/>
Do you possess a culinary management degree or approved college courses for cooks ? Yes <input type="checkbox"/> No <input type="checkbox"/>
If no , have successfully completed a Food Services Worker (FSW) training program at an established college or registered private career college in Ontario (LTCHA, 2007 78 (1))? Yes <input type="checkbox"/> No <input type="checkbox"/>
OR are you registered in a FSW training program an established college or registered private career college in Ontario (LTCHA, 2007 78 (1))? Yes <input type="checkbox"/> No <input type="checkbox"/>
If enrolled , will you be able to complete the FSW program within three years from first day of employment? Yes <input type="checkbox"/> No <input type="checkbox"/>
Cooks who have less than 6000 hours (but more than 4000 hours) of cooking experience and do not have the LCQC or possess a culinary management degree, or approved College course for cooks, must have current enrolment in, a Food Services Worker (FSW) training program at an established college or registered private career college in Ontario (LTCHA, 2007 78 (1)).
I understand I must include proof of successful completion or current enrolment with my application. Yes <input type="checkbox"/>
Note: For applicants currently enrolled in the FSW course, they must successfully complete the program within three (3) years from the first day of employment.

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Have you taken food preparation courses? Yes No

If yes, please include below the name of the food preparation courses:

Computer Skills:

Do you have basic computer keyboarding skills (Word, Excel, etc.)? Yes No

Hours of work:

This is a position for day, afternoon, and weekend hours, and may include four (4) hour shifts. The hours for this position are frequently on short notice.

Are you available to work days, afternoons and weekends, and take the hours on short notice? Yes No

Related Experience:

Do you have experience working as a Cook in the Long Term Care (LTC) setting? Yes No

Please describe in detail in the box below of your **experience as a Cook in a Long Term Care setting**, 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 have knowledge of the Ministry of Health LTC Regulations for Nutrition and Food Services? Yes No

Do you have knowledge/understanding of the Public Health Regulations? Yes No

Do you have knowledge/understanding of the Sanitation Code? Yes No

Do you have experience estimating food requirements and portions? Yes No

Do you have experience using good sanitation and food handling techniques? Yes No

Have you belonged to any workplace committees? Yes No

Please describe in detail in the box below your **involvement in workplace committees**, 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.

Other requirements:

Under the Long Term Care Homes Act, all employees are required to provide evidence of, or submit to, a 2-step TB skin test (TB skin tests will be completed the first day or orientation unless the new employee can provide proof of a clear TB test)

I have read and understand the above requirement? Yes

Because of the responsibilities of this position, employer may request a "Physical Task Analysis".

I have read and understand the above requirement. Yes

Riverview Gardens' Mission is: "Together, we provide exceptional, resident focused care while respecting and protecting those who call Riverview Gardens their Home." **Do you agree with our philosophy?** 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

Completed by: (print name)

Date completed:

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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.

Instructions for completing this Career Profile and preparing your resume:

- This **Career Profile** is in a MS Word or Adobe format; if you do not have the MS Word software program, please use the Adobe version (complete by hand)
- 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
- 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
- If you have less than one year experience, insert the number of months (i.e. 3 weeks, 7 mos., etc.)
- In your career profile and in your resume, include detailed information for the questions where you answered 'yes' in the career profile
- 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
- 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 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 JOBS at www.chatham-kent.ca. Your resume should complement your career profile.

www.chatham-kent.ca