CAREER PROFILE APPLICATION FORM
Municipality of Chatham-Kent

Office Assistant (Recreation Programs)
Summer Student Position
Job # RP 10-2

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:			

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.

Student eligibility:
For positions that are subject to receiving student subsidy funding; the funding requires summer students to be attending a secondary or post-secondary institution full-time in the spring 2010 semester, and returning to a secondary or post-secondary institution full-time in the fall 2010 semester.
For positions not receiving student subsidy funding, to be eligible students must have attended a secondary or post-secondary institution full-time in the spring of 2010, and/or attending a secondary or post-secondary institution full-time in the fall of 2010.
Did you attend a secondary or post-secondary institution full-time in the spring 2010 semester? Yes ☐ No ☐
Will you be attending a secondary or post-secondary institution full-time in the fall 2010 semester? Yes ☐ No ☐
Do you possess the following experience:
Experience providing clerical assistance? Yes ☐ No ☐
Experience providing front desk reception? Yes ☐ No ☐
Experience providing customer service? Yes ☐ No ☐
Experience handling cash? Yes ☐ No ☐
Computer Skills:
Do you have experience preparing documents in Microsoft Word? Yes ☐ No ☐
Do you have experience preparing databases in Microsoft Excel? Yes ☐ No ☐
Do you have experience using a registration software program (i.e. CLASS)? Yes ☐ No ☐ Are you able to easily learn new software programs? Yes ☐ No ☐

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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.

Because this position may be required to travel, a valid Province of Ontario driver's license with a reliable motor vehicle is necessary.

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.