



# CAREER PROFILE APPLICATION FORM

## Municipality of Chatham-Kent

### External Job Posting Administrative Assistant I (Public Works North) Job # PW 10-9

(Closing at 4:30 p.m. on Wednesday, September 8, 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>			

Please see the bottom of the last page for instructions on completing this Career Profile and your resume

<b>Education:</b> Preference given to those with a diploma/degree from an office or executive administrative related program	
Do you possess a college diploma or university degree Yes <input type="checkbox"/> No <input type="checkbox"/>	
If yes, please include below the name of the diploma or degree program:	
If no, do you possess a high school diploma? Yes <input type="checkbox"/> No <input type="checkbox"/>	
<b>Administrative experience:</b> (please include number of years of experience where asked)	
Do you possess related experience working in an office or administrative assistant position? Yes <input type="checkbox"/> No <input type="checkbox"/>	
If yes, please check below the type(s) of experience you possess:	
Municipal administrative experience? Yes <input type="checkbox"/> No <input type="checkbox"/>	<b># Years:</b>
Non-municipal administrative experience? Yes <input type="checkbox"/> No <input type="checkbox"/>	
If you answered yes, please briefly describe in the box below your related administrative experience, including <u>when</u> and <u>where</u> you obtained your experience, and include further information in your resume.	

<b>Do you possess report writing experience:</b>		<b># Years:</b>
Preparing municipal reports for EMT (Executive Management Team) and/or municipal council? Yes <input type="checkbox"/> No <input type="checkbox"/>		
<b>If no</b> , do you have experience preparing similar reports for senior management and/or boards? Yes <input type="checkbox"/> No <input type="checkbox"/>		
<b>If you answered yes, please briefly describe below your report writing experience</b> , including <u>when</u> and <u>where</u> you obtained your experience, and include further information in your resume.		
<b>Do you possess calculating/tracking experience in the following areas:</b>		<b># Years:</b>
Calculating/tracking staff vacation entitlement? Yes <input type="checkbox"/> No <input type="checkbox"/>		
Calculating/tracking staff sick time hours? Yes <input type="checkbox"/> No <input type="checkbox"/>		
Calculating/tracking staff lieu-time hours? Yes <input type="checkbox"/> No <input type="checkbox"/>		
Calculating/tracking staff overtime hours? Yes <input type="checkbox"/> No <input type="checkbox"/>		
Managing/tracking FTE calculations, and updating FTE spreadsheet? Yes <input type="checkbox"/> No <input type="checkbox"/>		
<b>If you answered yes, please briefly describe below your experience with vacation, sick time, lieu-time, overtime and FTE calculations</b> , including <u>when</u> and <u>where</u> you obtained your experience, and include further information in your resume.		
<b>Do you possess experience coordinating and arranging meetings:</b>		<b># Years:</b>
Including preparing agendas, reserving and preparing facilities/rooms, recording and transcribing minutes, etc.? Yes <input type="checkbox"/> No <input type="checkbox"/>		
<b>If you answered yes, please briefly describe below your experience with coordinating and arranging meetings</b> , including <u>when</u> and <u>where</u> you obtained your experience, and include further information in your resume:		
<b>Do you possess experience in the following administrative areas:</b>		<b># Years:</b>
Gathering statistics, and preparing statistical reports? Yes <input type="checkbox"/> No <input type="checkbox"/>		
Conducting research and compiling the researched information? Yes <input type="checkbox"/> No <input type="checkbox"/>		
Preparing legal agreements? Yes <input type="checkbox"/> No <input type="checkbox"/>		
Preparing presentations? Yes <input type="checkbox"/> No <input type="checkbox"/>		
Preparing tender documents? Yes <input type="checkbox"/> No <input type="checkbox"/>		
<b>If you answered yes to any of the questions above, please briefly describe below your experience</b> , including <u>when</u> and <u>where</u> you obtained your experience, and include further information in your resume.		

**AAI (Public Works South)**

Job # PW 10-9

Do you possess related accounting experience? Yes <input type="checkbox"/> No <input type="checkbox"/>		
If yes, please check below the type of experience you possess.		# Years:
Initiating and receiving purchase orders? Yes <input type="checkbox"/> No <input type="checkbox"/>		
Checking invoices for accuracy, and coding invoices for payment? Yes <input type="checkbox"/> No <input type="checkbox"/>		
Preparing accounts receivables? Yes <input type="checkbox"/> No <input type="checkbox"/>		
If you answered yes above, please briefly describe below your accounting experience, including <u>when</u> and <u>where</u> you obtained your experience, and include further information in your resume.		
Do you possess experience reporting to a senior management position (GM, Director, Manager)? Yes <input type="checkbox"/> No <input type="checkbox"/>		
If yes, how many years of experience:		
If yes, please briefly describe below your experience reporting to senior management positions, including <u>when</u> and <u>where</u> you obtained your experience, and include further information in your resume.		
Do you possess experience working within a unionized environment? Yes <input type="checkbox"/> No <input type="checkbox"/>		
If yes, do you have experience interpreting and ensuring compliance of collective agreements? Yes <input type="checkbox"/> No <input type="checkbox"/>		
Do you possess experience coordinating and tracking staff training? Yes <input type="checkbox"/> No <input type="checkbox"/>		
If yes, how many years of experience:		
If yes, please briefly describe below your training experience, including <u>when</u> and <u>where</u> you obtained your experience, and include further information in your resume.		
<b>Computer Skills/Programs:</b>		
Do you have experience using the following programs:		
FMW? Yes <input type="checkbox"/> No <input type="checkbox"/>		
CMiC Financials? Yes <input type="checkbox"/> No <input type="checkbox"/>		
Entering vacation and sick time into INFO:HR (Human Resource program)? Yes <input type="checkbox"/> No <input type="checkbox"/>		
<b>OR</b> do you have experience in other related financial or human resources programs? Yes <input type="checkbox"/> No <input type="checkbox"/>		
If yes, please briefly describe below the financial and/or human resource programs you have experience with:		
<b>What level of skill/experience do you have with the following computer programs:</b>		
What level of experience do you have with Microsoft Word? None <input type="checkbox"/> Novice <input type="checkbox"/> Intermediate <input type="checkbox"/> Advanced <input type="checkbox"/>		
What level of experience do you have with Microsoft Excel? None <input type="checkbox"/> Novice <input type="checkbox"/> Intermediate <input type="checkbox"/> Advanced <input type="checkbox"/>		
What level of experience do you have with Microsoft PowerPoint? None <input type="checkbox"/> Novice <input type="checkbox"/> Intermediate <input type="checkbox"/> Advanced <input type="checkbox"/>		

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

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

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.

**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
- 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 your job titles, dates you were in each position, and details of your experience for each position relevant to this job 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.

**NOTE: The boxes where you are asked to include your experience will expand up to 2000 characters.**