



# CAREER PROFILE APPLICATION FORM

## Municipality of Chatham-Kent

### Internal/External Job Posting

### Page

### (Chatham Library)

### Job # LIBS 10-15

(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>Related experience:</b>			
Do you have previous experience working in a library? Yes <input type="checkbox"/> No <input type="checkbox"/>			
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 yes, please enter number of years of experience		
Please include a brief description below of your public library duties/experience, position title, and include when and where you obtained the experience. Please include further details in your resume.			
In a School Library? Yes <input type="checkbox"/> No <input type="checkbox"/>	If yes, please enter number of years of experience		
Please include a brief description below of your school library duties/experience, position title, and include when and where you obtained the experience. Please include further details in your resume.			
Or other type of library? Yes <input type="checkbox"/> No <input type="checkbox"/>	If yes, please enter number of years of experience		
Please include a brief description below of your other library duties/experience, position title, and include when and where you obtained the experience. Please include further details in your resume.			

Do you have previous experience working with children? Yes <input type="checkbox"/> No <input type="checkbox"/>	
<b>If yes</b> , please check below the type of experience you possess working with children:	
In a library? Yes <input type="checkbox"/> No <input type="checkbox"/>	<b>If yes</b> , please enter number of years of experience
School teacher? Yes <input type="checkbox"/> No <input type="checkbox"/>	<b>If yes</b> , please enter number of years of experience
Early Childhood Educator? Yes <input type="checkbox"/> No <input type="checkbox"/>	<b>If yes</b> , please enter number of years of experience
Babysitting? Yes <input type="checkbox"/> No <input type="checkbox"/>	<b>If yes</b> , please enter number of years of experience
Own children/family? Yes <input type="checkbox"/> No <input type="checkbox"/>	<b>If yes</b> , please enter number of years of experience
<b>Please</b> include a brief description below of your experience working with children, position title, and include <u>when</u> and <u>where</u> you obtained the experience. Please include further details in your resume.	
<b>Other experience:</b>	
Do you have previous customer service experience in a business/public environment? Yes <input type="checkbox"/> No <input type="checkbox"/>	
<b>If yes</b> , do you have experience in the following areas:	
Public Library environment? Yes <input type="checkbox"/> No <input type="checkbox"/>	
Other Library environment? Yes <input type="checkbox"/> No <input type="checkbox"/>	
Business environment? Yes <input type="checkbox"/> No <input type="checkbox"/>	
<b>If yes</b> , do you have experience in the following areas:	
Working in a team environment? Yes <input type="checkbox"/> No <input type="checkbox"/>	
Assisting customers in a face-to-face environment? Yes <input type="checkbox"/> No <input type="checkbox"/>	
Responding to telephone enquiries? Yes <input type="checkbox"/> No <input type="checkbox"/>	
Handling complaints? Yes <input type="checkbox"/> No <input type="checkbox"/>	
<b>Please</b> include a brief description below of your customer service experience, position title, and include <u>when</u> and <u>where</u> you obtained the experience. Please include further details in your resume.	
Do you have experience classifying documents (alphabetical, numerical, alphanumerical)? Yes <input type="checkbox"/> No <input type="checkbox"/>	
<b>If yes</b> , do you have experience in the following areas:	
Classifying documents in a public library environment? Yes <input type="checkbox"/> No <input type="checkbox"/>	
Classifying documents in a school or other library environment? Yes <input type="checkbox"/> No <input type="checkbox"/>	
Classifying documents in a business office environment? Yes <input type="checkbox"/> No <input type="checkbox"/>	
<b>If yes</b> , please include a brief description below of your file management experience, position title, and include <u>when</u> and <u>where</u> you obtained the experience. Please include further details in your resume.	

**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

**Hours of work:**

The part-time hours for this position may be scheduled during a week day, evening and/or on Saturday.

Would you be available to work during week days, evenings and/or Saturdays? 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>	
<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. 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
- 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.