



# CAREER PROFILE APPLICATION FORM

## Municipality of Chatham-Kent

### Facilities Supervisor

**Job # RF 10-4 & Job # RF 10-5**

(Closing at 4:30 p.m. on Wednesday, January 27, 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> (include area code)	<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.

<b>Position:</b> (please check which position(s) you wish to apply to)		
<b>Blenheim</b> (Job # RF 10-4) <input type="checkbox"/>	<b>AND/OR</b>	<b>Ridgetown/Thamesville</b> (Job # RF 10-5) <input type="checkbox"/>
<b>Education:</b> This position requires a post-secondary education related to Parks and Recreation Facility Management		
Do you possess a college/university degree related to Parks and Recreation Facility Management? Yes <input type="checkbox"/> No <input type="checkbox"/>		
If <b>yes</b> , name of the program:	<input style="width: 100%;" type="text"/>	
If no, do you possess a college/university degree in an unrelated program? Yes <input type="checkbox"/> No <input type="checkbox"/>		
If <b>yes</b> , name of the program:	<input style="width: 100%;" type="text"/>	
<i>Please include in your resume relevant post-secondary courses/programs/workshops not included above.</i>		
<b>Please include the number of years of experience you possess for each of the following:</b>	<b># Years</b>	
Related supervisory experience in a parks and/or recreation environment	<input style="width: 50px;" type="text"/>	
Experience managing operations of a seasonal and transient campground (Ridgetown/Thamesville only)	<input style="width: 50px;" type="text"/>	
Experience working in an arena environment	<input style="width: 50px;" type="text"/>	
Experience working in a parks environment	<input style="width: 50px;" type="text"/>	
Experience working with community centres	<input style="width: 50px;" type="text"/>	
Experience working with municipal pools	<input style="width: 50px;" type="text"/>	
Knowledge and experience relating to maintenance/development of sports fields	<input style="width: 50px;" type="text"/>	
Knowledge and experience relating to maintenance/development of parkland	<input style="width: 50px;" type="text"/>	
Manager/supervisor experience working within a union and non-union work environment	<input style="width: 50px;" type="text"/>	
Experience interpreting union collective agreements	<input style="width: 50px;" type="text"/>	
Experience preparing reports and presentations to municipal council	<input style="width: 50px;" type="text"/>	
Experience working in a municipal environment	<input style="width: 50px;" type="text"/>	

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**Experience/knowledge:**Do you have knowledge of municipal policies, procedures and by-laws? Yes  No Do you have knowledge of applicable provincial and federal regulations for the parks/recreation environment?  
Yes  No Do you have a good understanding of ice resurfacers operation and repair? Yes  No Do you have a good understanding of H.V.A.C. operation and maintenance? Yes  No Do you have a good understanding of mechanical equipment? Yes  No Do you have a good understanding of facility maintenance? Yes  No **Certifications:**Do you have your Class 'B' certification? Yes  No Do you have your Pool Operators certificate? Yes  No Do you have your Certified Ice Technician certification? Yes  No **License requirement:**

Because of the responsibilities, this position requires the successful candidate to have a valid (class G or higher) Ontario driver's licence; a driver's abstract will be conducted by the Municipality of Chatham-Kent.

Do you possess a valid Ontario driver's license (Class G or higher)? Yes  No Type of driver's license you possess? **Computer Skills:**

Are you proficient in the following programs:

Microsoft Word? Yes  No Microsoft Excel? Yes  No Microsoft PowerPoint? 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>	<input type="text"/>
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<b>Date completed:</b>	<input type="text"/>
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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.