



## CAREER PROFILE APPLICATION FORM Chatham-Kent Utility Services Inc.

### Accounting Clerk External Job Posting

Please attach this application form to the front of your resume. (Please do not include a cover letter).  
Please only send one copy (via email, fax, drop off, or regular mail.) Thank you

**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> |                           |                               |                    |

**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

|   |   |
|---|---|
| <b>Position(s) apply for:</b>   |   |
| Both permanent and contract <input type="checkbox"/> <b>OR</b> Permanent only <input type="checkbox"/> Contract only <input type="checkbox"/>   |   |
| <b>Education: this position requires a diploma in a Business Administration program</b>   |   |
| Do you possess a diploma or degree in a Business Administration program? Yes <input type="checkbox"/> No <input type="checkbox"/>               |   |
| Name of program:  | <input style="width: 95%;" type="text"/>  |
| If no, do you have a diploma or degree in another program? Yes <input type="checkbox"/> No <input type="checkbox"/>                             |   |
| Name of program:  | <input style="width: 95%;" type="text"/>  |
| If no, do you possess an Ontario secondary school diploma? Yes <input type="checkbox"/> No <input type="checkbox"/>                             |   |
| Have you taken additional post-secondary customer service or public relations courses? Yes <input type="checkbox"/> No <input type="checkbox"/> |   |
| <b>Please include the number of years of experience you possess for each of the following:</b>  | <b># Years</b>                            |
| Analyzing and preparing billings and following-up for payment   | <input style="width: 50px;" type="text"/> |
| Experience preparing government remittances (i.e. Ministry of Finance, Revenue Canada)  | <input style="width: 50px;" type="text"/> |
| Preparing truck time uploads  | <input style="width: 50px;" type="text"/> |
| Maintaining vehicle fuel costs  | <input style="width: 50px;" type="text"/> |
| Assisting with bank review  | <input style="width: 50px;" type="text"/> |
| Assisting in yearend audit paper preparation  | <input style="width: 50px;" type="text"/> |
| Assisting with operation of job costing and work order system   | <input style="width: 50px;" type="text"/> |

**Customer Account Representative**

External job posting

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| Please include the number of years of experience you possess for each of the following:   | # Years |  |
|---|---------|--|
| Customer service experience (including greeting customers, providing service information, receiving payments, handling complaints, etc.)  |         |  |
| Accounts payable experience   |         |  |
| Accounts receivable experience  |         |  |
| Call Centre experience in a business environment (including answering the telephone, screening and directing calls, taking and relaying messages, providing information to callers) |         |  |
| <b>Computer Skills:</b>   |         |  |
| What is level of experience do you have with Microsoft Word? Novice <input type="checkbox"/> Intermediate <input type="checkbox"/> Advanced <input type="checkbox"/>                |         |  |
| What is level of experience do you have with Microsoft Excel? Novice <input type="checkbox"/> Intermediate <input type="checkbox"/> Advanced <input type="checkbox"/>               |         |  |
| Do you have experience using Financial Information Systems? Yes <input type="checkbox"/> No <input type="checkbox"/>  |         |  |
| Do you have experience implementing a computerized tracking system? Yes <input type="checkbox"/> No <input type="checkbox"/>  |         |  |

Are you legally entitled to work in Canada? 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) (to be completed by your local police department) prior to commencement of employment.

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.