



CAREER PROFILE APPLICATION FORM
Municipality of Chatham-Kent

Internal/External Job Posting
Ontario Works Caseworker
Job # OW 10-2

(Closing at 4:30 p.m. on Wednesday, June 30, 2010)

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:			

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

Education: This position requires a degree in Social Sciences or Social Work	
Do you have a university degree from a recognized university in Social Sciences or Social Work? Yes <input type="checkbox"/> No <input type="checkbox"/>	
If yes, please include name of program below	
Related Experience:	
Do you possess related social work / caseworker training and experience? Yes <input type="checkbox"/> No <input type="checkbox"/>	
If yes, how many years of experience:	
If you checked yes above, please describe in the box below your related social work / caseworker experience, including where you obtained your experience: (include further details in your resume)	
Do you have experience working in an employment assistant program for social assistance clients? Yes <input type="checkbox"/> No <input type="checkbox"/>	
If yes, how many years of experience:	
If you checked yes above, please describe in the box below your related employment assistant experience, including where you obtained your experience: (include further details in your resume)	

Do you have experience providing individual and/or group counselling? Yes <input type="checkbox"/> No <input type="checkbox"/>	
If yes , how many years of experience:	
If you checked yes above, please describe in the box below your individual / group counselling experience, including where you obtained your experience: (include further details in your resume)	
Do you have the ability to assess participant employability as it relates to general life skills, motivation and attitudes? Yes <input type="checkbox"/> No <input type="checkbox"/>	
If you checked yes above, please give an example below of your ability/experience:	
Other Experience:	
Are you able to interpret and accurately apply complex legislation? Yes <input type="checkbox"/> No <input type="checkbox"/>	
Are you able to maintain up-to-date knowledge of legislative changes? Yes <input type="checkbox"/> No <input type="checkbox"/>	
Do you have knowledge of related Provincial and Federal income support programs? Yes <input type="checkbox"/> No <input type="checkbox"/>	
Do you have experience communicating effectively and tactfully with internal staff, community agencies and the public? Yes <input type="checkbox"/> No <input type="checkbox"/>	
Computer Skills:	
What level of experience do you have with Microsoft Word? Novice <input type="checkbox"/> Intermediate <input type="checkbox"/> Advanced <input type="checkbox"/>	
What level of experience do you have with Microsoft Excel? Novice <input type="checkbox"/> Intermediate <input type="checkbox"/> Advanced <input type="checkbox"/>	
Are you able to easily learn new software programs? Yes <input type="checkbox"/> No <input type="checkbox"/>	

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.

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.