



CAREER PROFILE APPLICATION FORM

Municipality of Chatham-Kent

Legal Services Manager, Insurance and Risk Management Job # LEGAL 10-1

(Closing 4:30 p.m., Friday, March 26, 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: (include area code)	Home:	Cell:	
	Work:		
Email address:			

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.

Education: The preferred candidate will be a Lawyer eligible to practice law in Ontario			
Are you eligible to practice law in Ontario? Yes <input type="checkbox"/> No <input type="checkbox"/>			
If yes , do you possess experience working in a legal environment, primarily in insurance and municipal liability? Yes <input type="checkbox"/> No <input type="checkbox"/>			
If yes , number of years of this type of experience: <input style="width: 80px;" type="text"/>			
If no , are you an insurance professional with the following designations:			
<input type="checkbox"/> Certificate of Risk management (CRM) designation			
<input type="checkbox"/> Chartered Insurance Professionals (CIP) designation			
<input type="checkbox"/> Fellow Chartered Insurance Professionals (FCIP) designation			
<i>Please include in your resume relevant post-secondary courses/programs/workshops not included above.</i>			
Do you possess working experience in the following areas? (please include years of experience)			# Years Exp.
Experience with court procedures in civil and POA courts? Yes <input type="checkbox"/> No <input type="checkbox"/>			
Experience managing insurance and other litigation legal files? Yes <input type="checkbox"/> No <input type="checkbox"/>			
Experience in court appearances at Small Claims Court and Provincial Offences Court? Yes <input type="checkbox"/> No <input type="checkbox"/>			
Working knowledge of contracts, policies, and claim management? Yes <input type="checkbox"/> No <input type="checkbox"/>			
Experience in managing a risk management program? Yes <input type="checkbox"/> No <input type="checkbox"/>			
Experience providing training and materials in a professional environment? Yes <input type="checkbox"/> No <input type="checkbox"/>			
Knowledge of/experience in real estate and contract law, including use of electronic registration, real estate documents, and public procurement process? Yes <input type="checkbox"/> No <input type="checkbox"/>			
Experience in legal research and preparing legal memorandum? Yes <input type="checkbox"/> No <input type="checkbox"/>			

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Manager, Insurance and Risk Management

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Computer Skills:

Are you proficient in using Microsoft Office programs (Word, Excel, PowerPoint, etc.)? Yes No

Do you have experience using electronic legal research systems? 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

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.