



# CAREER PROFILE APPLICATION FORM

## Municipality of Chatham-Kent

### Housekeeping Student Summer Student Position Job # SS 10-8

(Closing at 4:30 p.m. on Monday, March 22, 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> |                           |                               |                    |

**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.

**Student eligibility:**

To be eligible for this summer student position, students must have attended a secondary or post-secondary institution full-time in the spring of 2010, and/or attending a secondary or post-secondary institution full-time in the fall of 2010.

Did you attend a secondary or post-secondary institution full-time in the spring 2010 semester? Yes  No

Will you be attending a secondary or post-secondary institution full-time in the fall 2010 semester? Yes  No

Have you completed grade 12 secondary education? Yes  No

**Experience:**

Do you possess institutional housekeeping experience? Yes  No

**Work environment:**

Do you have physical strength and ability to perform repetitive tasks? ? 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>            |  |

will be contacted.