



# CAREER PROFILE APPLICATION FORM

## Municipality of Chatham-Kent

### Internal/External Job Posting Preschool/Youth Teacher/Instructor (Seasonal part-time) Job # RP 10-12

(Closing at 4:30 p.m. on Wednesday, August 11, 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> |                           |                               |                    |

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

|   |                |
|---|----------------|
| <b>Education:</b>   |                |
| Do you possess an Early Childhood Education (E.C.E.), Child Development or related college diploma or university degree? Yes <input type="checkbox"/> No <input type="checkbox"/> |                |
| If yes, please include name of program below  |                |
|   |                |
| <b>Certificates:</b>  |                |
| Do you possess a First Aid and CPR (child care) certificate? Yes <input type="checkbox"/> No <input type="checkbox"/>   |                |
| If yes, please enter the expiry date:   |                |
| <b>Related experience</b>   |                |
| <b>Please include the number of years of experience you possess where you have answered 'yes':</b>  | <b># Years</b> |
| Do you have experience delivering creative program planning for preschool children up to the age of 6?<br>Yes <input type="checkbox"/> No <input type="checkbox"/>                |                |
| If no, do you have experience delivering creating program planning to older children? Yes <input type="checkbox"/> No <input type="checkbox"/>                                    |                |
| If yes, please include the children's age range:  |                |
| Do you have experience teaching the development, socialization and themed activities to children?<br>Yes <input type="checkbox"/> No <input type="checkbox"/>                     |                |
| Do you have experience with crafts, games and music programs for preschool children? Yes <input type="checkbox"/> No <input type="checkbox"/>                                     |                |
| Do you have experience communicating with the parents of children in a preschool program?<br>Yes <input type="checkbox"/> No <input type="checkbox"/>                             |                |
| Do you have experience scheduling rooms and equipment? Yes <input type="checkbox"/> No <input type="checkbox"/>   |                |
| Do you have experience enforcing policies and procedures, and safety guidelines governing children?<br>Yes <input type="checkbox"/> No <input type="checkbox"/>                   |                |

**If you checked yes above, please describe in the box below your related preschool instructor experience, including when and where you obtained your experience.**

|  |  |  |
|--|--|--|
|  |  |  |
|--|--|--|

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

|                                   |  |
|-----------------------------------|--|
| <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.

**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.