



CAREER PROFILE APPLICATION FORM

Municipality of Chatham-Kent

2012 Summer Student Job Posting

Clerical/Case Aide

Job # ESS 12-3

(Closing at 4:30 p.m. on Wednesday, February 29, 2012)

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. Where boxes have been provided to insert your related experience, please include details of all your related experience to match the years of experience you have included, along with when and where you obtained the experience. Your resume should complement your career profile, but not replace the profile (your resume should contain the same information).

Student qualification			
This position is subject to receiving Federal or Provincial government student subsidy funding; the funding requires the summer student to be:			
<ul style="list-style-type: none"> • Attending school full-time in the spring of 2012 (normally ending April/May/June), and returning to school full-time in the fall of 2012 (normally starting August/September) • Be between 15 and 30 years of age at the start of the employment • Be a Canadian citizen, permanent resident or person to whom refugee protection has been conferred under the Immigration and Refugee Protection Act • Be legally entitled to work in Canada in accordance with relevant provincial/territorial legislation and regulations 			
Will you be attending school full-time in the spring of 2012 (normally ending April/May/June)? Yes <input type="checkbox"/> No <input type="checkbox"/>			
Will you be attending school full-time in the fall of 2012 (normally starting August/September)? Yes <input type="checkbox"/> No <input type="checkbox"/>			
Do you meet all other qualifications above? Yes <input type="checkbox"/> No <input type="checkbox"/>			
Education:			
Are you currently enrolled in a related university program (i.e. Social Work, Psychology, Sociology, etc.)? Yes <input type="checkbox"/> No <input type="checkbox"/>			
If yes, please include name of program below:			
<table border="1" style="width: 100%; height: 30px;"> <tr> <td style="width: 50%;"></td> <td style="width: 50%;"></td> </tr> </table>			
Related Office experience:			
Do you possess experience working with families in need of assistance (through co-op, volunteer, or work experience)?			
Yes <input type="checkbox"/> No <input type="checkbox"/>			
If yes, length of experience: <table border="1" style="width: 100%; height: 20px;"> <tr> <td style="width: 50%;"></td> <td style="width: 50%; text-align: center;"> <input type="checkbox"/> Years or <input type="checkbox"/> Months </td> </tr> </table>			<input type="checkbox"/> Years or <input type="checkbox"/> Months
	<input type="checkbox"/> Years or <input type="checkbox"/> Months		

Please describe in **detail** in the box below your **related experience working with families in need**, and include when and where you obtained the experience (names of employers, job titles, dates in positions, your experience based on this question and the job ad). **Note:** this box will expand to 2000 characters.

Do you possess customer service experience in an office environment? Yes No

If yes, did you obtain experience in the following areas: (include number months or years of experience)	# Mos./Yrs.:
Working with the public? Yes <input type="checkbox"/> No <input type="checkbox"/>	
Answering phone calls, taking/relaying messages? Yes <input type="checkbox"/> No <input type="checkbox"/>	
Dealing with angry/upset callers? Yes <input type="checkbox"/> No <input type="checkbox"/>	
Serving customers in person? Yes <input type="checkbox"/> No <input type="checkbox"/>	
Following-up with customers upon obtaining information they requested? Yes <input type="checkbox"/> No <input type="checkbox"/>	

Please describe in **detail** in the box below your **related experience with customer service in an office environment**, and include when and where you obtained this knowledge/experience (i.e. work, school, co-op, summer position.) **Note:** this box will expand to 2000 characters.

Do you possess experience working in an administrative/clerical position in an office environment? Yes No

If yes, did you obtain experience in the following areas: (include number months or years of experience)	# Mos./Yrs.:
Typing correspondence (letters, memos, emails, etc.)? Yes <input type="checkbox"/> No <input type="checkbox"/>	
Operating office equipment (i.e. photocopier, fax machine, postage meter, etc.)? Yes <input type="checkbox"/> No <input type="checkbox"/>	
Records management (preparing files, filing, updating, maintaining, etc.)? Yes <input type="checkbox"/> No <input type="checkbox"/>	
Collecting and entering data into spreadsheet or data program? Yes <input type="checkbox"/> No <input type="checkbox"/>	

Please describe in **detail** in the box below your related **administrative/clerical experience in an office environment** and include when and where you obtained the experience (names of employers, job titles, dates in positions, your experience based on this question and the job ad). **Note:** this box will expand to 2000 characters.

Do you possess experience working in a social service environment (or related environment)? Yes No

If yes, length of experience: _____ Years or Months

Please describe in **detail** in the box below your **related experience in a social service environment**, and include when and where you obtained the experience (names of employers, job titles, dates in positions, your experience based on this question and the job ad). **Note:** this box will expand to 2000 characters.

Do you possess experience working in crisis intervention? Yes No

If yes, length of experience: _____ Years or Months

Please describe in **detail** in the box below your **related experience working in crisis intervention**, and include when and where you obtained the experience (names of employers, job titles, dates in positions, your experience based on this question and the job ad). **Note:** this box will expand to 2000 characters.

Is there any other related experience you would like to tell us about? If yes, please describe in the box below, including when and where you obtained this experience. **Note:** the box will expand to 2000 characters.

Computer experience:

What is your level of experience in the following programs:

Microsoft Word Advanced Intermediate Novice None

Microsoft Excel Advanced Intermediate Novice None

Microsoft PowerPoint Advanced Intermediate Novice None

Microsoft Outlook (email) Advanced Intermediate Novice None

Internet research Advanced Intermediate Novice None

Do you possess experience working with SDMT (Service Delivery Model Technology) software? Yes No

If yes, please describe in the box below your knowledge of this software, and include when and where you obtained your experience. Note: this box will expand to 2000 characters.

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License requirement:

Because this position may be required to travel, a valid Province of Ontario driver's license with a reliable motor vehicle is preferred.

Do you possess a valid Ontario driver's license and reliable vehicle? Yes No

If no, will you have reliable transportation if required to travel? Yes No

Do you understand that all students (returning and new) will be required to complete their Health & Safety (Passport to Safety) and other required training before their start date? Yes No

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

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
- 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
- If you have less than one year experience, insert the number of months (i.e. 3 weeks, 7 mos., etc.)
- In your career profile and in your resume, include detailed information for the questions where you answered 'yes' in the career profile
- Where we have provided a box for you to include information about your related experience, **please do not insert 'see resume'**; we ask that you **include all the details of your related experience**, including when and where you obtained the experience
- In your **resume** 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; please include information that you have inserted in the career profile
- Please do not include copies of transcripts, licenses, certificates, etc.
- If submitting electronically in a Word format, please submit your Career Profile and resume in separate documents

NOTE: The boxes where you are asked to include your experience will expand up to 2000 characters.

For information on what we look for in a resume, please see **Applying & Interview Tips** under JOBS at www.chatham-kent.ca. Your resume should complement your career profile.