

Town of Fort Erie
Summer Student Employment
(April 15 - October 15)

Competition # 03-2010

The Corporation is now accepting applications for summer student employment opportunities. Although the number and type of positions are still being determined, the work may include:

Parks, Cemeteries, Facilities and Roads Labourers: Physical labour, use of equipment and power/hand tools to support the operation/maintenance/repair of Town roadways, parks, cemeteries, beaches, buildings and other public spaces. Work can include pothole patching, traffic control, grass cutting/trimming, janitorial and garbage collection. **Must be at least 16 years of age.**

Horticulture: Preparing beds, plantings (flowers, trees, shrubs), general gardening, pruning, beautification

Museums - Research and Operations: Conduct research, perform data entry, site maintenance, public relations, visitor services, operate gift shop. Students with History or equivalent education at the university level and retail experience are encouraged to apply.

Engineering Support: Assist regular staff in technical work to support the development, maintenance and operation of Town infrastructure services. Post-secondary students in Engineering are encouraged to apply.

Office/Administration: These include office and support positions. Duties can include administrative, clerical and/or financial.

Schedules may include Saturday and Sunday. The rate of pay for these union positions is \$11.63.

General Qualifications:

- Safety conscious
- Flexible and reliable
- Customer focused
- Some positions require a valid, Class G drivers' license
- Teamwork and cooperation
- Achievement oriented
- Understand and follow instructions

A student who attends or is enrolled at a college or university has preference over a candidate in high school. A returning student who has worked for the Town in the past has preference over a new applicant. A student is limited to four periods of summer employment. Except for returning students, the assessment and selection of candidates includes a random process. Returning students **MUST** apply.

PLEASE COMPLETE THE ATTACHED APPLICATION FORM. Send the application form and a resume to: SUMMER STUDENT EMPLOYMENT, Human Resources, Town of Fort Erie, 1 Municipal Centre Drive, Fort Erie, ON L2A 2S6 Fax: (905) 871-4022 E-mail: tmather@town.forterie.on.ca (MS Word or pdf preferred)

The deadline for receiving your application is **5:00 p.m. FRIDAY MARCH 26, 2010.**

Only applicants chosen for interviews will be contacted. Personal information is collected pursuant the *Municipal Act, 2001, as amended* to determine eligibility for employment.



Town of Fort Erie

Student Employment Application Form

Confidential when completed

PLEASE ATTACH A RESUME

HAVE YOU WORKED AS A SUMMER STUDENT FOR THE TOWN BEFORE? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Last Name:	First Name:
Address:	
Day Phone:	Alternate Phone:
Email:	
Are you at least 14 years old? (*See note below) <input type="checkbox"/> Yes <input type="checkbox"/> No	
What level of school are you currently attending? <input type="checkbox"/> High school <input type="checkbox"/> Post-secondary	
Are you returning to school after the summer? <input type="checkbox"/> Yes <input type="checkbox"/> No	
What class of drivers' license do you have? <input type="checkbox"/> None <input type="checkbox"/> G1 <input type="checkbox"/> G2 <input type="checkbox"/> G	
What position(s) are you most interested in applying for?	
<input type="checkbox"/> Engineering	<input type="checkbox"/> Parks, Cemeteries, Facilities, Roads Labourer
<input type="checkbox"/> Museum	<input type="checkbox"/> Horticulture <input type="checkbox"/> Office/Administration
Are you CPR certified? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Are you first aid certified? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Are you willing to work shifts including weekends? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Are you willing to work overtime if required? <input type="checkbox"/> Yes <input type="checkbox"/> No	
How did you find out about this job opportunity?	
<input type="checkbox"/> Newspaper	<input type="checkbox"/> Town website <input type="checkbox"/> Other website
<input type="checkbox"/> HRDC posting	<input type="checkbox"/> Someone told me <input type="checkbox"/> Other

***NOTE:** You must be at least 16 years old for Parks & Cemeteries and Roads & Drainage

I declare that the information provided on this form is true and complete to the best of my knowledge. I understand that a false statement might disqualify me as a candidate. I acknowledge that I am involved in a competitive process and that I may withdraw or decline at any stage of the process.

Signature

Date

Personal information is collected under the authority of the *Municipal Act, 2001, as amended* to determine eligibility for employment. Questions about this collection should be directed to the Manager, Human Resources, 1 Municipal Centre Drive, Fort Erie, ON, L2A 2S6.

Mar/10