

The Corporation of the City of Thunder Bay
2019 SUMMER EMPLOYMENT
REHIRE APPLICATION

NOTE: In order to qualify as a student, you must be in full-time attendance at school immediately prior to summer employment and returning to school on a full-time basis in the fall of 2019.

PERSONAL INFORMATION

LAST NAME		FIRST NAME		INITIAL
SUMMER AVAILABILITY		ARE YOU UNDER 18 YEARS OF AGE		ARE YOU LEGALLY ELIGIBLE TO WORK IN CANADA?
FROM:	TO:	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO
ADDRESS		CITY	PROVINCE	
POSTAL CODE	TELEPHONE NUMBERS		EMAIL ADDRESS	
	Home:	Work:	Other:	

EDUCATION

TYPE OF SCHOOL	NAME OF SCHOOL/COURSES MAJORED IN	Graduate	Will you be graduating in 2019?	Anticipated Graduation Date
HIGH SCHOOL		<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO	
COLLEGE		<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO	
UNIVERSITY		<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO	
BUSINESS/TRADE		<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO	
OTHER		<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO	

CURRENT VALID ONTARIO DRIVER'S LICENCE

CLASSIFICATION: A C D F G Z G1 G2

EQUIPMENT OPERATED: TRACTORS DOZERS GRADERS BACKHOES OTHER: (Type) _____

SOFTWARE EXPERIENCE

MS WORD MS OUTLOOK OTHER: _____

MS EXCEL ACCESS _____

MS POWERPOINT SAP _____

EMPLOYMENT HISTORY

	POSITION HELD	FROM	TO
PRESENT EMPLOYER:			
LAST EMPLOYER:			
2ND LAST EMPLOYER:			
3RD LAST EMPLOYER:			

EMPLOYED BY CITY PREVIOUSLY?
 YES NO Where? _____ When? _____

ONTARIO HUMAN RIGHTS CODE: It is a contravention of the Human Rights Code of Ontario to discriminate on the basis of: race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, marital status, family status, disability, age, record of offences, gender identity or gender expression. Therefore, a resume submitted to the City must not include references to any of the above characteristics.

INFORMATION REQUESTED ON THIS FORM DOES NOT CONTRAVENE THE ONTARIO HUMAN RIGHTS CODE.

HOBBIES, RECREATIONAL, COMMUNITY AND CLUB ACTIVITIES

(Do not list clubs or organizations of a religious, racial or ethnic character.)

REHIRE INFORMATION

Section A:

Did you work as a summer student for the City of Thunder Bay in 2018? YES NO
(If NO, please complete a lottery application by visiting our website at www.thunderbay.ca/jobs for other summer employment opportunities.)

If YES, would you like to be rehired to the same position if available? YES NO

If the same position is not available, or you do not want to be rehired to the same position, would you like to be entered into the lottery process?
 YES NO (If YES, please complete Section B.)

Section B:

SUMMER STUDENT POSITIONS YOU CAN APPLY FOR AT THE CITY OF THUNDER BAY

The types of summer student employment offered by the lottery process at the City of Thunder Bay are listed below.

Please indicate the position(s) you wish to apply for by checking (✓) off the appropriate box(es).

- | | |
|--|--|
| <input type="checkbox"/> CLERICAL SUPPORT WORKER – FIRE | <input type="checkbox"/> TOUR GUIDE – SMALL RIDE OPERATOR – CHIPPEWA |
| <input type="checkbox"/> STUDENT LABOURER – GOLF | <input type="checkbox"/> TRAVEL COUNSELLOR |
| <input type="checkbox"/> ATTENDANT – GOLF | <input type="checkbox"/> STUDENT LABOURER – FACILITIES |
| <input type="checkbox"/> STUDENT LABOURER – PARKS | <input type="checkbox"/> STOREKEEPER I |
| <input type="checkbox"/> FACILITY OPERATOR – TROWBRIDGE | <input type="checkbox"/> STUDENT LABOURER – ROADS |
| <input type="checkbox"/> TOUR GUIDE – SMALL RIDE OPERATOR – CENTENNIAL | <input type="checkbox"/> LOGISTICS SUPPORT PERSON |
| <input type="checkbox"/> FACILITY OPERATOR – CHIPPEWA | <input type="checkbox"/> OTHERS (please specify): _____ |
| <input type="checkbox"/> MAINTENANCE STUDENT | |

Please Note: If you are not interested in returning to the previous position you held in the Summer of 2018, you can visit our website at www.thunderbay.ca/jobs for other summer employment opportunities.

TERMS AND CONDITIONS

I understand that employees of the Corporation of the City of Thunder Bay will not be employed in more than one position except where it can be conclusively demonstrated that no other alternatives exist with respect to staffing requirements and/or the employee is entitled to hold more than one position by virtue of collective agreement provisions. The appointment of employees into more than one position will be subject to the General Manager's approval.

I understand that applicants for positions will not be successful where the applicant is closely related to the immediate supervisor of the position, who has disciplinary and evaluative functions to perform over the successful applicant or performs an auditing function; or where there is the bestowal of patronage by a public officer on a relative on some basis other than merit. Closely related means: parents (including "step"), spouse (including common-law), children (including "step" and grandchildren, brothers and sisters), father-in-law, mother-in-law, daughter-in-law, son-in-law, brother-in-law and/or sister-in-law.

I understand that where successfully completing an employment related medical is a *bona fide* job requirement, employment will be offered conditional upon my successfully completing the medical examination.

If I am offered a position as a summer student, I understand I will be required to show proof of completing a full-time academic year (September to April) in 2018/2019 at a school, college, university or other educational institution.

If employed by the City of Thunder Bay, I agree to be governed by all rules and regulations of the Corporation and agree to any conditions of employment in effect at the time of my employment or thereafter.

I agree to present proof of age if I am offered a position with the City of Thunder Bay, understanding that this is essential information for insurance/pension purposes.

I understand that I will be required to show proof of validity of my driver's licence, professional licences, and/or education when such certification constitutes a job requirement.

I agree to provide information identifying previous and past employers in order to be approached for references. I understand that such references will only be sought with my knowledge and permission.

I understand that police reference checks and/or security clearance may be required for certain positions.

BY SUBMITTING MY APPLICATION, I AGREE THAT:

The foregoing statements are correct to the best of my knowledge and I understand that a misrepresentation of this form or any accompanying documents may disqualify me for employment or cause my dismissal.

Date: _____ Signature: _____

Personal information on this form is collected under the authority of the Municipal Act, c. 302, as amended, and will be used to determine eligibility for employment. Questions about this collection of personal information should be directed to the Human Resources Division, 141 S. May Street, Thunder Bay, Ontario, P7E 1A9, Telephone: 625-3866

WE THANK ALL APPLICANTS FOR THEIR INTEREST.

ONLY THOSE CANDIDATES SELECTED FOR FURTHER CONSIDERATION WILL BE CONTACTED.

The City of Thunder Bay is an equal opportunity employer. Reasonable accommodations are available upon request for all parts of the recruitment process.



SCHOOL VERIFICATION FORM

APPLICATION FOR 2019 SUMMER EMPLOYMENT

NOTE: This form must be completed **FULLY**, otherwise this application **WILL NOT** be considered for the position.

NAME OF STUDENT:

To be completed by your school (University, College, High School)

VERIFICATION OF ENROLLMENT

NOT VALID WITHOUT A SCHOOL STAMP	SCHOOL STAMP
<i>I certify that the above-named individual was a full-time student during the 2018/2019 school year.</i>	
SIGNED: _____ TITLE: _____	
DATE: _____	

TO BE COMPLETED BY STUDENT

Please list the names of relatives employed by the City of Thunder Bay or indicate N/A if not applicable.	
NAME:	DEPARTMENT:
POSITION HELD:	RELATIONSHIP:
NAME:	DEPARTMENT:
POSITION HELD:	RELATIONSHIP:
<small>The Nepotism Policy states: "All applications will be considered. However, our nepotism policy will not allow an applicant to work for a direct supervisor who is closely related and would have disciplinary and evaluative functions to perform over the successful applicant or performs an auditing function. 'Closely related' means parents (including "step"), spouse (including common law), children (including "step" and grandchildren, brothers and sisters), father-in-law, mother-in-law, daughter-in-law, son-in-law, brother-in-law and sister-in-law".</small>	

DEFINITION OF STUDENT

*Students eligible for employment with the City are those who have been in full-time attendance at a school, college, university or other educational institution immediately prior to summer employment, and who are **returning to school** on a full-time basis in September, 2019.*

I hereby certify that I am a student according to the above definition and will be attending full-time studies at _____ in the fall of 2019.

NAME OF SCHOOL

I hereby certify that the information set forth above is true and complete, and I understand that omissions or false statements will be considered sufficient cause for rejection of application or discharge if hired. If employed by the City of Thunder Bay, I agree to be governed by all rules and regulations and agree to any conditions of employment in effect at the time of my employment and subsequent thereto.

DATE: _____ SIGNATURE: _____

HUMAN RESOURCES REMOVES THIS PAGE FROM YOUR APPLICATION BEFORE IT IS SENT TO DEPARTMENTS FOR CONSIDERATION.