



# CAREER PROFILE APPLICATION FORM

## Municipality of Chatham-Kent

### Internal / External Job Posting Supervisor, Ontario Works Job # OW 10-3

(Closing at 4:30 p.m. on Wednesday, July 28, 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: This position requires a degree in Social Sciences or Social Work</b>			
Do you have a university degree from a recognized university in Social Sciences or Social Work? Yes <input type="checkbox"/> No <input type="checkbox"/>			
If yes, please include name of program below			
<b>Related Experience:</b>			
Do you possess related leadership experience in the delivery of social programs? Yes <input type="checkbox"/> No <input type="checkbox"/>			
If yes, how many years of experience:			
<b>If you checked yes above, please describe in the box below your related social work / caseworker experience, including where you obtained your experience:</b> (include further details in your resume)			
Do you have experience in the following areas:			
<b>Please include the number of years of experience.</b>			<b># Years:</b>
Working with an operating budget? Yes <input type="checkbox"/> No <input type="checkbox"/>			
Financial reporting? Yes <input type="checkbox"/> No <input type="checkbox"/>			
Statistical reporting/analysis? Yes <input type="checkbox"/> No <input type="checkbox"/>			
<b>If you checked yes above, please describe in the box below your related employment assistant experience, including where you obtained your experience:</b> (include further details in your resume)			

Do you possess experience delivering income support programs? Yes <input type="checkbox"/> No <input type="checkbox"/>	
<b>If you checked yes above, please include below a summary of your experience, including your role in the delivery of the program:</b>	
Do you possess experience delivering employment programs? Yes <input type="checkbox"/> No <input type="checkbox"/>	
<b>If you checked yes above, please include below a summary of your experience, including your role in the delivery of the program:</b>	
Do you possess experience analyzing and interpreting legislation and regulations? Yes <input type="checkbox"/> No <input type="checkbox"/>	
<b>If yes, please check the type of experience below and include the number of years of</b>	
Ontario Works Act? Yes <input type="checkbox"/> No <input type="checkbox"/>	<b># Years:</b>
Ontario Disability Support Program? Yes <input type="checkbox"/> No <input type="checkbox"/>	
Family Law Act? Yes <input type="checkbox"/> No <input type="checkbox"/>	
Other type of related legislation/regulation? Yes <input type="checkbox"/> No <input type="checkbox"/> (please list below)	
<b>If you checked 'other' above, please describe below the names of the legislation:</b>	
Do you possess experience working with different levels of government? Yes <input type="checkbox"/> No <input type="checkbox"/>	
<b>If you checked yes above, please describe in the box below your related employment assistant experience, including <u>where</u> you obtained your experience:</b> (include further details in your resume)	
Do you possess experience developing, recommending, and implementing policies, procedures, and best practices? Yes <input type="checkbox"/> No <input type="checkbox"/>	
<b>If you checked yes above, please describe in the box below your related employment assistant experience, including <u>where</u> you obtained your experience:</b> (include further details in your resume)	

Do you possess experience developing and implementing staff training programs? Yes <input type="checkbox"/> No <input type="checkbox"/>	
<b>If you checked yes above, please describe in the box below your related employment assistant experience, including <u>where</u> you obtained your experience:</b> (include further details in your resume)	
Do you possess experience preparing and presenting information for quasi judicial board hearings? Yes <input type="checkbox"/> No <input type="checkbox"/>	
<b>If you checked yes above, please describe in the box below your related employment assistant experience, including <u>where</u> you obtained your experience:</b> (include further details in your resume)	
<b>Other Experience:</b>	
Do you possess reporting writing experience? Yes <input type="checkbox"/> No <input type="checkbox"/>	
Do you possess experience giving presentations? Yes <input type="checkbox"/> No <input type="checkbox"/>	
Do you have experience working with non-profit organizations? Yes <input type="checkbox"/> No <input type="checkbox"/>	
<b>What level of skill/experience do you have with the following computer programs:</b>	
Service Delivery Model Technology? None <input type="checkbox"/> Novice <input type="checkbox"/> Intermediate <input type="checkbox"/> Advanced <input type="checkbox"/>	
Microsoft Word? None <input type="checkbox"/> Novice <input type="checkbox"/> Intermediate <input type="checkbox"/> Advanced <input type="checkbox"/>	
Microsoft PowerPoint? None <input type="checkbox"/> Novice <input type="checkbox"/> Intermediate <input type="checkbox"/> Advanced <input type="checkbox"/>	

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.

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

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>	

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.