



CAREER PROFILE APPLICATION FORM

Municipality of Chatham-Kent

Economic Development Services Manager, Business Development Job # EDS 10-1

(Closing 4:30 p.m., Friday, February 26, 2010)

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: (include area code)	Home:		Cell:	
	Work:			
Email address:				

Instructions for completing this Career Profile and preparing your resume:

- Save this Career Profile in a MS Word or Adobe format only; if you do not have the MS Word software program, please use the Adobe version
- 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
- Your resume should be based on your skills, experience and qualifications compared to those listed in the job ad for this position
- You should 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 job titles, dates you were in each position, and a summary of your experience for each 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.

Education: This position requires a university degree, preferably in Business, Planning or Economic programs

Do you possess a university degree? Yes No

If **yes**, name of the program:

If **no**, do you possess a related diploma? Yes No

If **yes**, name of the

Please include in your resume relevant post-secondary courses/programs/workshops not included above.

Do you possess working experience in the following areas?

(When answering yes, please include number of years of experience)

Years Exp.

Composing activity and project status reports for municipal council? Yes No

Preparing, monitoring and overseeing operating budget? Yes No

Assisting with marketing strategies? Yes No

Establishing and maintaining relationships with industrial/commercial/investment realtors, landlords, developers, consultants, contractors, etc.? Yes No

Experience pursuing high-end leads, identifying opportunities and prospects for the sale of various industrial/commercial lands/buildings? Yes No

Liaising with senior level prospect generators (i.e. banks, investors, accounting/law firms, developers, government officials, etc.)? Yes No

Researching, analyzing, assessing and consulting with clients on specific business, attraction and expansion needs? Yes No

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Manager, Business Development

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Experience (continued)	# Years Exp.
Negotiating land sales for municipal owned business parks and other assets? Yes <input type="checkbox"/> No <input type="checkbox"/>	
Leading external groups/organizations in contact/investment meetings, seminars, trade shows, etc.? Yes <input type="checkbox"/> No <input type="checkbox"/>	
Delivering information to local businesses regarding services, initiatives, programs to enhance business growth? Yes <input type="checkbox"/> No <input type="checkbox"/>	
Experience with agriculture sector? Yes <input type="checkbox"/> No <input type="checkbox"/>	
Liaising/consulting with upper-tier governments, non-governmental agencies, communication associations? Yes <input type="checkbox"/> No <input type="checkbox"/>	
Directing provincially mandated programs? Yes <input type="checkbox"/> No <input type="checkbox"/>	
Developing new services and programs? Yes <input type="checkbox"/> No <input type="checkbox"/>	
Sales experience and partnership development? Yes <input type="checkbox"/> No <input type="checkbox"/>	
Supervisory experience, including completing performance appraisals, setting work duties and priorities? Yes <input type="checkbox"/> No <input type="checkbox"/>	
Experience in leading formal projects, through the application of recognized project management principles? Yes <input type="checkbox"/> No <input type="checkbox"/>	
Computer Skills:	
Do you have strong computer skills, including working knowledge various computer software applications, including Microsoft Word, Excel and PowerPoint? Yes <input type="checkbox"/> No <input type="checkbox"/>	

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

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

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.