



# CAREER PROFILE APPLICATION FORM

## Municipality of Chatham-Kent

### Marketing/Administrative Assistant

(Parks, Cemeteries & Horticulture)

Summer Student Position

Job # PCH 10-2

(Closing 4:30 p.m. on Friday, March 5, 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>				

#### 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.

#### Student eligibility:

To be eligible for this student position, students must have attended a secondary or post-secondary institution full-time in the spring of 2010, **and/or** attending a secondary or post-secondary institution full-time in the fall of 2010.

Did you attend a secondary or post-secondary institution full-time in the spring 2010 semester? Yes  No

Will you be attending a secondary or post-secondary institution full-time in the fall 2010 semester? Yes  No

#### Experience/knowledge::

Do you have clerical/administrative experience? Yes  No

Do you have experience with marketing and/or promotion? Yes  No

Experience with large volumes of documenting and/or data entry? Yes  No

Are you familiar with the smaller communities in Chatham-Kent? Yes  No

Do you have a keen interest in these categories of the Communities in Bloom competition?

Tidiness? Yes  No

Urban forestry? Yes  No

Landscaped areas? Yes  No

Floral arrangements? Yes  No

Turf areas? Yes  No

Environmental efforts? Yes  No

Heritage conservation? Yes  No

Community involvement? Yes  No

Please see page 2...

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**License requirement: This position requires a valid (class G or G2) Ontario driver's license**

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

If yes, class of license:

Do you possess a reliable vehicle? Yes  No

**Computer Skills:**

What level of experience do you have with Microsoft Word? Novice  Intermediate  Advanced

What level of experience do you have with Microsoft Excel? Novice  Intermediate  Advanced

Are you proficient in the following programs:

Microsoft Outlook (email)? Yes  No

Internet research? 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  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.