



CAREER PROFILE APPLICATION FORM

Municipality of Chatham-Kent

Internal/External Job Posting Financial Analyst II (Collections) Job # FS 10-3

(Closing at 4:30 p.m. on Tuesday, June 15, 2010)

Please attach this application form to the front of your resume. (Please do not include a cover letter).
Please only send one copy (via email, fax, drop off, or regular mail.) Thank you

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:	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

Education: This position requires a related college diploma, preferably in an accounting program	
Do you possess a related college diploma (or university degree)? Yes <input type="checkbox"/> No <input type="checkbox"/>	
If yes, please include the name of your diploma (or degree) below:	
If no, do you possess a non-related diploma (or degree) and have taken accounting courses?? Yes <input type="checkbox"/> No <input type="checkbox"/>	
If yes, please briefly list the accounting courses below:	
Related Experience: (please include the number of years experience when checking yes)	# Years:
Do you possess collections and cash handling experience? Yes <input type="checkbox"/> No <input type="checkbox"/>	
If yes, please describe in the box below your experience, including <u>where</u> you obtained your experience:	

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Related Experience (continued)	# Years:
Do you possess experience working with financial controls, accounting and financial reporting principles and procedures? Yes <input type="checkbox"/> No <input type="checkbox"/>	
If yes , please describe in the box below your experience, including <u>where</u> you obtained your experience:	
	# Years:
Do you possess experience preparing court documents for collection agencies, small claims court, garnishments, bankruptcies, etc.? Yes <input type="checkbox"/> No <input type="checkbox"/>	
If yes , please describe in the box below your experience, including <u>where</u> you obtained your experience:	
	# Years:
Do you possess experience with land registry and sheriff office searches within the Teranet or other network? Yes <input type="checkbox"/> No <input type="checkbox"/>	
If yes , please describe in the box below your experience, including <u>where</u> you obtained your experience:	
	# Years:
Do you possess experience with the Ministry of Attorney General Provincial Offences procedures? Yes <input type="checkbox"/> No <input type="checkbox"/>	
If yes , please describe in the box below your experience, including <u>where</u> you obtained your experience:	
Do you possess experience/ knowledge of the Provincial and Federal tax laws? Yes <input type="checkbox"/> No <input type="checkbox"/>	
If yes , please describe below your experience, including <u>where</u> you obtained your experience/knowledge:	

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Related Experience (continued):

Do you possess working knowledge of the Tax Sale Legislative requirements? Yes No

If yes, please describe how/where you obtained your working knowledge:

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Computer Skills:

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

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

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

Do you have experience using computerized databases/spreadsheets? Yes No

If yes, please list below the type of computerized database/spreadsheet software you have experience using.

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Do you have experience using related accounting computer programs? Yes No

If yes, please list below the type of programs below.

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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.

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.