



CAREER PROFILE APPLICATION FORM

Municipality of Chatham-Kent

Office Assistant (CAO/Mayor's Office) Summer Student Position Job # CAO 10-1

(Closing at 4:30 p.m. on Monday, March 1, 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:	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.

Student eligibility:

This summer student position is subject to receiving student subsidy funding; the funding requires the summer student to be attending a secondary or post-secondary institution full-time in the spring 2010 semester, and returning to a secondary or post-secondary institution full-time in the fall 2010 semester

- Be between 15 and 30 years of age at the start of the employment
- Attending a secondary or post-secondary institution full-time in the spring 2010 semester, and returning to a secondary or post-secondary institution full-time in the fall 2010 semester
- Be a Canadian citizen, permanent resident or persons to whom refugee protection has been conferred under the immigration and refugee protection act6; and
- Be legally entitled to work in Canada in accordance with relevant provincial/territorial legislation and regulations

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

Post-secondary education:

If you are currently attending a post-secondary institution, please include the name of the program you are enrolled in.

Program name:

Do you possess the following experience:

Clerical/administrative assistance (typing correspondence, file management, etc.)? Yes No

Front desk reception? Yes No

Coordination/organizing meetings? Yes No

Arranging special events? Yes No

Operating office equipment (photocopier, fax machine, postage meter)? Yes No

Office Assistant (Summer Student)

(CAO/Mayor's Offices)

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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

What level of experience do you have with Microsoft PowerPoint? 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.