



PLEASE PRINT

PLEASE PRINT

HUMAN RESOURCES

2017 SUMMER EMPLOYMENT APPLICATION FORM

PERSONAL INFORMATION

SECTION 1

Last Name \_\_\_\_\_ First Name \_\_\_\_\_ Middle Initial \_\_\_\_\_

Address \_\_\_\_\_

City/Town \_\_\_\_\_

Telephone (home) \_\_\_\_\_ (cell) \_\_\_\_\_ E-mail \_\_\_\_\_

Have you been employed with the City of St. John's?  Yes  No If yes, When? \_\_\_\_\_ Employee #: \_\_\_\_\_

POSITION PREFERENCE

SECTION 2

The Department of Community Services offers a variety of programs and services. Please indicate your preferred area(s) of employment below (✓)

- Children 6-12 years Youth 12-18 years Adults/Seniors Inclusion
Aquatics Outdoor Recreation Tourism Logistics

Do you want to be considered for Supervisory Positions for the areas indicated above?  Yes or  No

AQUATICS APPLICANTS ONLY (ALL OTHER APPLICATS SKIP TO SECTION 4)

SECTION 3

Check all the awards that you have

Table with 3 columns: Award Name, Issue Date, Exp. Date. Includes Lifesaving Society, LSS National Lifeguard, and Canadian Red Cross Water Safety Instructor Award.

Please indicate any experience you have working/volunteering in an aquatics environment.

CERTIFICATIONS (Please attach copies of all current relative certifications)

SECTION 4

- 1. Do you have a valid driver's license?
2. Do you have daily access to a vehicle?
3. Do you have Standard First Aid?
4. Do you have Basic Cardiac Life Support (BCLS/CPR Level C)?
5. Have you completed the National Coaching Program (NCCP)?
6. Do you have a Paddle Canada Certification?
7. Do you have HIGH FIVE Certification?



Indicate any experience working/volunteering or education/training in the following areas:

Working with the following age groups (Check all that apply and describe below)

- Children 5-12 years       Youth 13-18 years       Adults/Seniors

---

---

---

Working with persons who have barriers to participation. Please indicate any related training such as behaviour management, crisis intervention, ABA therapy training, or relative training related to persons with disabilities.

- Disability       Special Needs       Other

---

---

---

Working in a multicultural setting

---

---

Knowledge of child development

---

---

Facilitating training, supervising/evaluating staff, leadership

---

---

Planning and coordinating recreation programs

---

---

Other relevant experience/training or certification

---

---

EDUCATION

Are you enrolled as a full time student for 2016-2017?  Yes or  No  
 Will you be enrolled as a full time student for 2017-2018?  Yes or  No

What is the highest level of education you have completed as of June 2017? \_\_\_\_\_

High School (Indicate Level) \_\_\_\_\_  Certificate  
 Diploma  Degree (Indicate year of study?)

Educational Institute	Program of Study	Certificate/Degree/Diploma	Completion Date or Anticipated Completion Date Year/Month

WORK EXPERIENCE (Attached letters of reference from previous employers if available)

Previous Employer	Dates Employed	Position/Responsibilities

REFERENCES

Employment related references are preferred. Do NOT list relatives or friends.

I hereby authorize the City of St. John's to contact the persons or organizations listed on this application and/or my resumé for the purposes of obtaining reference information, including contents of my personnel file. The following individuals are authorized to disclose such information.

Name of Reference	How do you know this reference?	Contact Information for Reference (Please indicate home #, work # & email)

For employment reference, may we approach: Your present employer?  Yes  No Your former employer?  Yes  No

CHECKLIST (Check each item to ensure it is enclosed with application)

SECTION 9

- Current Resumé  
 Current RNC Certificate of Conduct with Vulnerable Sector Check or dated receipt of application

(Attach the following if completed and current)

- Standard First Aid Certificate  
 CPR (Level C) Certificate  
 High Five® Certificate  
 Any other certification (ie. Tennis, soccer, coaching (NCCP), Leadership)

DECLARATION (to be signed by the applicant- read carefully before signing)

SECTION 10

I acknowledge that employment and continuing employment are conditional upon observance of the rules, regulations, and instructions governing employment by the City of St. John's as in effect at the time of employment, or established at any subsequent time.

I am available for the period of employment indicated in the job descriptions of the positions for which I have applied. I understand many positions require physical agility and endurance.

It is understood and agreed that the information given on this application is true to the best of my knowledge, and any misrepresentation made by me, may be sufficient cause for immediate dismissal.

I understand that applications will only be accepted and retained for advertised competitions and only those granted interviews will be contacted.

**Applicant's Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

How did you hear about our summer employment opportunities? Check all that apply.

- City Website     Newspaper     Post-Secondary Schools     Radio     Word of Mouth  
 Other, please specify \_\_\_\_\_

**Please send**

Summer Employment Manager

**Or hand deliver to:** Human Resources Division  
 3<sup>rd</sup> Floor, City Hall  
 Office Hours: 9:00am- 4:30pm

**Please mail completed form to:**

City of St. John's  
 Human Resources Division  
 P.O. Box 908  
 10 New Gower Street  
 St. John's NL A1C 5M2

**Or Email to:** [hr@stjohns.ca](mailto:hr@stjohns.ca)