



## Post-Secondary Summer Student Instructions

### Are you Eligible to Apply:

In order to be eligible, you must meet the following conditions:

1. You attended an accredited post secondary institution (College, University, Trades School) for the full year (September 2018 to April 2019, or Fall 2018 to Spring 2019).
2. You are returning to full time studies in the Fall of 2019 immediately following your summer employment. **Note:** It is acceptable if you are continuing on in a different program (e.g. you have completed one program and are pursuing another one, or you are changing programs).
3. You must not be in high school. High School students are not eligible for these positions. However, if you are in high school, you may apply on other job postings that we have available, there are lots of other jobs in our organization for which high school students may apply.

Each application must include a fully completed Application for Seasonal Student Employment, Resume, covering letter, and information from the post secondary institution(s) you are attending to confirm your enrollment in a full time program for the 2018-2019, and the 2019-2020 school years. **IMPORTANT: If you don't have all of this information, we may not consider your application.**

Application forms are available at the Town of Fort Frances Employment Opportunities website.

**The application form contains important instructions – follow them closely! This application is only for the jobs listed. If you wish to apply for another job, you will be required to fill out an application form.**

We prefer applications by email to our Human Resources Manager at [jforbes@fortfrances.ca](mailto:jforbes@fortfrances.ca). Please include all digital files. We prefer PDF files, but Word is also acceptable.

If you aren't able to send an email application, we also accept them by fax (807) 274-8479, dropped off in person, or mailed to the Civic Centre

Town of Fort Frances  
Human Resources  
320 Portage Avenue  
Fort Frances, ON P9A 3P9

**This competition is held for the purpose of filling the remaining vacant post-secondary student positions. The competition will remain open until May 27, 2019, or all vacancies are filled, whichever date is sooner. Given the limited number of vacant positions available, applicants are strongly encouraged to submit applications as soon as possible. Only those applicants selected for an interview will be contacted.**

## **Operations and Facilities Division**

### **GIS/Engineering Summer Student**

**Hourly Rate:** \$16.73 per hour  
**Hours of Work:** 40 hours / week

The incumbent will collect water, sanitary and storm infrastructure data & assist in recording collected data into the existing GIS database. Additional work will be provided within the Engineering Department.

### **Student Parks Labourer**

**Hourly Rate:** \$16.73 per hour  
**Hours of Work:** 40 hours / week

The incumbent is responsible for completing various works related to maintenance of the Parks and Cemetery Department, including: raking and cleaning parks, cemeteries, and boulevards; plot and flower bed preparation (edging, filling, tilling, and raking; planting, weeding, watering, and cultivating flowers; cutting grass and trimming hedges; landscaping, and other duties as assigned.



### **Application for Seasonal Student Employment – Operations and Facilities**

Your application must be arranged in the order of: Application Form, Cover Letter, Resume, and References (if applicable), followed by your Proof of Eligibility. You can demonstrate your eligibility with any document which proves you were registered for post-secondary studies from September 2018 – April 2019. Do not submit duplicate applications (e.g.: mail, fax & email). Please be advised due to privacy requirements, we are unable to discuss the details of an application with persons other than the applicant.

<u>First Name</u>	<u>Last Name</u>	<u>Educational Institution &amp; Field of Study</u>
<u>Mailing address</u>	<u>Town/City</u>	<u>Postal Code</u>
<u>Email Address</u>	<u>Cell Phone</u>	<u>Other Contact Information</u>
<u>Earliest Available Start Date</u>	<u>Latest Available End Date</u>	<u>List all dates which you may be unavailable to work:</u>
<u>Positions for which you are applying:</u>  Student Parks Labourer GIS/Engineering Summer Student	<u>Order of preference for positions applied for:</u>  Student Parks Labourer GIS/Engineering Summer Student	<u>Driver's License Information</u>  Class of license:  Province of issue:  Date of Expiry:  Restrictions:
<b>I am legally eligible to work in Canada:</b> Yes      No		<b>I have been previously employed by the Town of Fort Frances:</b> Yes      No
<b>I am aware of the job requirements of each position for which I have applied:</b> Yes      No		<b>I am physically capable of performing the core duties of each position for which I have applied:</b> Yes      No
<b>I completed two (2) consecutive semesters of post-secondary studies beginning in September of 2018:</b> Yes      No		<b>I intend to register for two (2) consecutive semesters of post-secondary studies beginning in September of 2019:</b> Yes      No

By submitting this application, all applicants declare that the information provided above is true and correct. Willful dishonesty on the part of the applicant shall result in the refusal of this application, and if discovered later, may lead to the termination of employment, and refusal of future employment reference requests.

Return this completed application by e-mail to Jordan Forbes, Human Resources Manager, Town of Fort Frances at [jforbes@fortfrances.ca](mailto:jforbes@fortfrances.ca).