

# City of Charlottetown

## Application for Seasonal/Casual Employment

Return completed applications to: Phone: (902) 566-5548  
 Human Resources Department Fax: (902) 566-4701  
 P.O. Box 98 Email: HR@city.charlottetown.pe.ca  
 Charlottetown, PE C1A 7K2 www.city.charlottetown.pe.ca

The City of Charlottetown is an Equal Opportunity Employer.

### Personal Information (Please print or type)

**Application valid until December 31, 20\_\_\_\_**

Name: \_\_\_\_\_ Telephone: \_\_\_\_\_ E-mail: \_\_\_\_\_  
 Street Address: \_\_\_\_\_  
 City: \_\_\_\_\_ Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_

### Education

	Name of School	Area Studied	Level/Year Completed	Date Successfully Completed
High School				
College				
University				
Graduate School				
Other:				

Will you be returning to school? Yes  No  Not sure

### Position or Type of Work Applied for:

This is a general listing of work that may be available. Please see qualifications on pages 3 and 4 and check off those positions you are interested in and for which you are qualified.

<p><b>Parks and Recreation</b></p> <p>_____ Adventure Camp Coordinator                      _____ Arena Canteen*                      _____ Assist Ice Maker/Maintenance                      _____ Building Security*                      _____ Bartender                      _____ Day Camp Counsellor                      _____ Fitness Instructor*                      _____ Life Guard                      _____ Park Maintenance                      (Grass - cutter, Horticulturalist,                      Pool, Turf, etc.)                      _____ Pool Ticket Taker                      _____ Program Leader*                      _____ Recreation Assistant                      _____ Skate Park Supervisor*                      _____ Sport Instructor</p> <p>* Casual part-time hour positions</p>	<p><b>Fire</b></p> <p>_____ Firefighter                      _____ Firefighter II                      _____ Fire Prevention Assistant</p> <p><b>Utility</b></p> <p>_____ Labourer                      _____ Engineering Technician</p> <p><b>Tourism</b></p> <p>_____ Tourism Counsellor                      _____ Special Events Assistant</p> <p><b>Administration</b></p> <p>_____ Clerical/Data Entry                      _____ Administrative Assistant                      _____ Accounting/Purchasing</p>	<p><b>Public Works</b></p> <p>_____ Truck Driver                      _____ Sidewalk Crew                      _____ Catch Basins and Culverts                      _____ Asphalt                      _____ Street Sweeper                      _____ Building Maintenance                      _____ General Labourer                      _____ Flagger                      _____ Landscaping, Flowers, Trees                      _____ Grass Cutter</p> <p><b>Planning</b></p> <p>_____ Junior Planner/Technician                      _____ GIS Technician</p> <p><b>Police</b></p> <p>_____ General Policing                      _____ Dispatch                      _____ Crossing Guard</p>
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### Computer Skills/Certificates/Professional Associations/Certifications

Note recent training in computers, health and safety courses, e.g., WHMIS, First Aid, CPR, certificate programs, membership in professional associations and certification.


## Employment Record

Please complete this section even if you attach a résumé. List your work experience, most recent first. Include military and/or volunteer experience. You may include additional employers on résumé or on separate sheet.

Employer	Job Title	Start Date (mm/dd/yyyy)	End Date (mm/dd/yyyy)
Duties and Responsibilities			Reason for Leaving

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## General Questions

Do you have any physical or medical limitations which would prevent you from performing certain kinds of work?  Yes  No

Have you previously worked for the City of Charlottetown, if so when and in what position? \_\_\_\_\_

Do you have a current valid Driver's License?  Yes  No Class \_\_\_\_\_

What languages do you speak, write, and read?  English  French  Other \_\_\_\_\_

When are you available to begin work? \_\_\_\_\_

## References

Name (First and Last)	Organization/Position	Telephone
1.		
2.		
3.		

*I agree that if I am hired I will provide a criminal history check and that references will be conducted at the City's choice from the employers listed above.*

I declare that all information provided in this application and résumé (if included) is accurate and complete to the best of my knowledge and I understand that intentionally providing false information shall result in refusal of employment or discharge. I also authorize the employers, schools, organizations or persons named above to provide information regarding my employment, education, character and qualifications.

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Office Use Only

Received by: \_\_\_\_\_ Date Received: \_\_\_\_\_

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## Minimum Qualifications

### Police:

**General Policing** – Graduate of Atlantic Police Academy or recognized equivalent training institution or three full years service as a Police Officer, 19 years of age, and a Canadian citizen.

**Dispatch** – Medically fit (good hearing and clarity of speech), ability to work shifts, training/experience in CPIC/PIRS, and the ability to effectively respond to crisis situation.

**Crossing Guard** – Willingness to work with children in all weather conditions, and flagging experience. First Aid training an asset. A police screening is required.

### Fire:

**Firefighter** – Grade 12/GED. IFSAC Level 1 “Basic Firefighter”, “Hazardous Material Awareness” certification, CPAT certificate obtained with the last 12 months, a Medical First Responder certificate and successful completion of WHMIS, CPR and First Aid. Police screening required.

**Firefighter II** - Grade 12/GED, IFSAC Level 1 “Basic Firefighter”, “Hazardous Material Awareness” certification, CPAT certificate obtained with the last 12 months, a Medical First Responder certificate and successful completion of WHMIS, CPR and First Aid, PEIFFA Pump Operator’s course and must have a valid PEI Class 3A drivers license. Police screening required.

**Fire Prevention Assistant** – Grade 12/GED with knowledge and experience in fire prevention and life safety. Experience with computers and strong organizational, communication and leadership skills required. Police screening required.

### Public Works:

**Truck Driver** – Valid Class 3 drivers license an asset. Experience driving 3-ton dump trucks an asset. Physically fit (i.e. capable of heavy lifting). Knowledge of safety issues an asset.

**Catch Basins** – Physically fit (i.e. capable of heavy lifting). Knowledge of safety issues, WHMIS, First Aid and CPR an asset.

**Sidewalk Crew** – Physically fit (i.e. capable of heavy lifting). Experience working with concrete is an asset. Knowledge of safety issues also an asset.

**Maintenance** – Carpentry/building maintenance/janitorial experience an asset. A police screening may be required.

**Street Sweeper** – Must be capable of physical work in all types of weather for extended periods. Knowledge of safety issues an asset.

**Labourer** – Valid drivers license an asset; knowledge of safety issues an asset. Physically fit (i.e. capable of heavy lifting).

**Asphalt** – Physically fit (i.e. capable of heavy lifting). Asphalt placement experience an asset. Knowledge of safety issues an asset.

**Beautification** – Horticultural experience an asset; training/experience in urban beautification an asset.

**Flagger** – Assists with all aspects of traffic control and other roadway operations as required. Must be capable of physical work in all types of weather conditions for extended periods. Knowledge of safety issues and proof of flagging certification required.

**Grass Cutter** – Assists with grass and plant maintenance including mowing, raking and other assigned duties. Physically fit. Knowledge of safety issues an asset.

### Recreation:

**Adventure Camp Coordinator** – Diploma/degree/studying in recreation or similar field, supervising and programming for youth/teens, good public relations skills, ability to work with minimal supervision. Casual summer position.

**Arena Canteen\*** – Knowledge and experience in food preparation, good customer service skills, ability to handle cash. Part-time hours during the Fall and Winter.

**Assistant Ice Maker/Maintenance** – Valid Arena Operations Course Certificate, knowledge and experience in arena maintenance, seasonal fulltime position, WHMIS training an asset. Minimum grade 12 required.

**Bartender** – Responsible Beverage Servers Certificate required, ability to handle cash, good customer service skills. Casual part-time hours.

**Building Security\*** – Knowledge of basic security/building safety issues, good communication skills. Casual part-time hours during the Fall, Winter and Spring.

**Day Camp Counsellor** – Knowledge and experience with children's programming, supervising children, desire to work with children, good organizational and communication skills, ability to work with minimal supervision. Casual summer position.

**Fitness Instructor\*** – Basic Fitness Leader Certification required, knowledge and experience in aerobics and fitness, additional specialty fitness training is an asset. Casual part-time hours during Fall, Winter and Spring.

**Life Guard** – National Lifeguard Certification and CPR/First Aid required. Casual summer position, flexible hours. Must be 17 years of age.

**Park Maintenance (Grass Cutter, Horticulturalist, Pool, Turf, etc.)** – Knowledge and experience in parks, trails, sport fields, facility, swimming pool, outdoor rinks and tree maintenance. Specialized training in any of the above areas is an asset. WHMIS training is an asset. Seasonal and casual positions.

**Pool Ticket Taker** – Experience handling cash, good customer service skills, maintaining a clean pool environment. Casual summer position.

**Program Leader\*** – Experience with children's programming, CPR/Basic First Aid, good communication skills, ability to work minimal supervision. Casual part-time hours during the Fall, Winter and Spring.

**Recreation Assistant** – Diploma/degree/studying in recreation or similar field, good public relation skills, experience with programs/special events, ability to work with minimal supervision. Casual spring and summer position.

**Skate Park Supervisor\*** – Knowledge of the sport of skateboarding, experience working with youth and teens, ability to work with minimal supervision, and flexible hours. Casual part-time in Spring, Summer, Fall.

**Sport Instructor** – Knowledge and experience in a variety of sports, good organizational and communication skills, ability to work with minimal supervision, casual summer position, and flexible hours required.

#### Utility:

**Labourer** – Physically fit, capable of heavy lifting, possession of a valid driver's license and experience driving a 3-ton truck would be an asset. Grade 12, knowledge of safety practices associated with the workplace required. A police screening is required.

**Engineer Technician** – Grade 12 plus technical education, knowledge of water and sewer systems, surveying, computer and drafting skills required.

#### Tourism:

**Tourism Counsellor/Special Events Assistant** – Knowledge of Charlottetown and PEI, neat appearance and outgoing personality, courteous, good writing and verbal skills. Physically fit so as to operate tourism bike. Must be continuing education. Bilingualism is an asset.

#### Administration:

**Clerical/Data Entry** – Education in the clerical/secretarial field. Experience with computers is required.

**Administrative Assistant** – Education in the clerical/secretarial field, plus a minimum of 3 years related experience. Strong organizational and communication (oral and written) skills are an asset.

**Accounting/Purchasing** – Education in the accounting/purchasing field. A police screening is required.

#### Planning:

**Junior Planner/Technician** – Ongoing study or graduation from a relevant program in a Community College or University.

**GIS Technician** – Technical training from a recognized institution or experience with specialty in GIS or computer generated mapping.

**Building Inspection** – Considerable experience in building construction, working knowledge of the National Building Code of Canada and/or Diploma in Construction Technology from a recognized technical institution, possession of a valid driver's license and access to a vehicle for inspection work within the City is a requirement.

**The qualifications listed for seasonal/casual positions are an indication of what may be required. Specific positions may have additional qualifications.**