

Town of Ingersoll – 2020 Summer Student Application Form

IMPORTANT - Minimum Qualification Criteria

Before completing this application form, please review the criteria listed below to determine if you are eligible to be considered for summer student employment. To be deemed eligible you must be:

- At least 16 years of age (as of April 1, 2020);
- Registered as a full-time student and intending to return to school on a full-time basis in the Fall of 2020 (**Parks and Museum positions only**); and
- Legally entitled to work in Canada.

Please be advised that the number of available summer student positions may vary from year to year based on budgetary constraints and grant approvals. While the Town will endeavor to provide notification to candidates on the status of their application as soon as possible, final staffing numbers will not be determined until yearly funding decisions have been delivered by conferring organizations.

Section 1 – Application Overview & Submission Instructions

To be considered for a Summer Student position with the Town of Ingersoll you must submit a completed application package consisting of the following documents:

1. **Sections 2 – 4 of this application form;**
2. **A current resume;**
3. **A copy of your student card or proof of enrollment (where required); and**
4. **Any additional documentation deemed necessary (refer to Section 3 for further information).**

Important Information

- **Application packages must be submitted no later than 4:30 pm on Friday February 5, 2020.**
- **Completed packages may be emailed to Bridget.Kirwin@ingersoll.ca or dropped off at Town Centre located at 130 Oxford St. 2nd Floor, Ingersoll ON, N5C 2V5.**
- If you were previously employed by the Town of Ingersoll in a summer student position, you must submit an application and resume to be considered for reemployment in 2020.
- The personal information you provide on this application form and your accompanying resume is collected under the authority of the *Municipal Freedom of Information and Protection of Privacy Act* and is used to determine eligibility for employment in the summer student program.
- Applications will only be accepted past February 5, 2019, if staff are unable to fill all vacancies with existing applications.
- We thank all applicants for their interest; however, only those selected for an interview will be contacted.

Section 2 – 2020 Summer Student Application Information

First and last name:	
Phone number:	
Email address:	
Home address:	
Date of birth (dd/mm/yy):	

Position(s) to which you are applying:

<input type="checkbox"/> Behavioural Inclusion Counsellor	<input type="checkbox"/> Summer Camp Counsellor
<input type="checkbox"/> March Break Camp Counsellor	<input type="checkbox"/> Parks Maintenance
<input type="checkbox"/> Museum Assistant	

Are you currently employed by, or have you previously been employed by the Town of Ingersoll?
 Yes: No:

If yes, please indicate the position you held and the dates you were employed:

I am available to work full-time for the duration of the summer as of the following date:

(Note: some positions require candidates to be available to work from late April until the end of August)

Education Information

I am registered as a full-time high school student, attending (name of school):

I am registered as a full-time College/University student, attending (name of school):

I am registered to return as a full-time student in the Fall of 2020 - Yes: No:

If yes, where are you registered?

Please indicate your major/minor area of study (if possible):

Interview Availability

Interviews will be held during College/University reading weeks. Please indicate your availability/reading week below:

Week of February 17th, 2020

Week of February 24th, 2020

Other – please provide your availability details:

Recruitment Accommodation

The Town of Ingersoll is an equal opportunity employer and will make accommodations available to applicants with disabilities upon request and throughout the entire recruitment process. If you require accommodation, please contact the HR Coordinator via email, telephone or in-person:

- Phone number: (519) 485 - 0120 ext. 2238
- Email: Bridget.Kirwin@ingersoll.ca
- Office: 130 Oxford St. 2nd floor, Ingersoll, ON

Section 3 – Position-Specific Application Documents

If you are applying to a summer student position that requires specific licensing, certification or training (as detailed in the job posting), please make sure to include copies of the required documents with your application package. Examples of required application documents include:

Position	Application Documents
Parks Maintenance	<ul style="list-style-type: none"> • Valid G2 Driver’s License • Current Level C Standard First Aid & CPR Certification • Proof of Student Status
VPCC and Fusion Day Camp Counsellor	<ul style="list-style-type: none"> • Current Level C Standard First Aid & CPR Certification • High Five - Principles of Healthy Child Development (PHCD) Certification

Section 4 – Declaration

I, the undersigned, agree that all of the information that I have provided in this application package and contained within my resume to be accurate and true. I have not knowingly falsified any information regarding my previous employment history, certifications, licenses, educational background or qualifications. Furthermore, I have not been convicted of any crime for which a pardon has not been received. I acknowledge and agree that any misrepresentation I make in connection with this application will be sufficient cause for cancellation of the application and/or termination of employment with the Corporation of the Town of Ingersoll.

I also understand that any offer of employment that is made will be conditional on my ability to produce a clear Criminal Background Check or Vulnerable Sector Screen which I will be required to obtain at my own cost and before my first day of employment with the Town.

Date

Signature

I have attached the following documents (please check all that apply):

<input type="checkbox"/> Resume	<input type="checkbox"/> Proof of Student Status	<input type="checkbox"/> Supplementary Application Documents (i.e. First Aid Certification, Driver’s License, etc.)
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