



Human Resources Department
The Corporation of the County of Prince Edward
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2019 SUMMER STUDENT APPLICATION FORM

Summer student positions are reserved for those students who are at least 16 years of age, are currently attending full time studies and who will be returning to school full time in the fall semester. Students must meet the basic requirements of the position as specified in the posting. Should you be offered a position, you will be required to submit verification of school status.

New student applicants must complete an application for summer employment. Returning students do not need to complete this form. To support applicants with disabilities, accommodations are available upon request throughout the recruitment process. All applications will be received by the Human Resources Department and only those selected for an interview will be notified.

Please note that some positions may require:

- Proof of a satisfactory Criminal Background Check or Vulnerable Sector Screening Check
- Valid Class “G” driver’s licence

PERSONAL INFORMATION

Date of application: _____

Name: _____ Telephone: (____) _____

Street Address: _____

City/Town: _____ Postal Code: _____

Email Address: _____

Are you legally eligible to work in Canada? No Yes

Do you currently possess a valid Ontario Driver’s licence in good standing?

Yes No If yes, please indicate the class: _____

Do you have a reliable means of transportation to get to work on time for every scheduled shift?

Yes No

EDUCATIONAL BACKGROUND

In the 2018 / 2019 school year, you were attending:

High School **College** **University**

Grade/Year completed as of June 2019: _____

Will you be returning to **full time** school in September 2019? Yes No

Name of school you are attending in September: _____

In what course of study are you enrolled? _____

AVAILABILITY

Are you available to work: Full-time Part-time

What days of the week are you available to work (circle all that apply):

Monday Tuesday Wednesday Thursday Friday Saturday Sunday

What shifts are you available (circle all that apply):

Days Afternoons Weekends

When are you available for employment? Start: _____ End: _____

Are there any dates this summer that you are not available to work? For example, a planned family vacation, etc. If so, please indicate below:

Please indicate your preference for summer employment positions:

1. _____
2. _____
3. _____

WORK HISTORY

Please describe your work history, beginning with your most recent position. Describe the duties of the position and your skills utilized as they apply to the position(s) for which you are applying.

Employer	From	To
Supervisor Name / Title		Reason for Leaving
Position Held		
Duties and Skills:		
Employer	From	To
Supervisor Name / Title		Reason for Leaving
Position Held		
Duties and Skills:		
Employer	From	To
Supervisor Name / Title		Reason for Leaving
Position Held		
Duties and Skills:		

PHYSICAL DEMANDS

Per the *Accessibility for Ontarians with Disabilities Act*, do you have a disability that requires accommodation?

Yes No If yes, describe accommodation required: _____

Are you able to lift / push / pull heavy objects as a regular part of your job?

Yes No If no, state restrictions/limitations: _____

REFERENCES & CONSENT

Employer	Contact Name	Contact Title	Phone number (identify cell / home / work)

I, _____ will have reached **age 16 by April 1, 2019**. I hereby declare that the preceding information is true and complete. I authorize The County of Prince Edward to contact whoever is deemed necessary for the purposes of verifying information provided herein. I understand that a false statement, written or oral, will disqualify me from employment or cause my dismissal and that proof of the above information may be requested at the time of hire.

The personal information being collected will be used in accordance with *The Municipal Act* and *The Municipal Freedom of Information and Protection of Privacy Act* and shall only be used in the selection of a suitable candidate.

Applicant's signature: _____ Date: _____