



## **SUMMER STUDENT EMPLOYMENT – 2021**

The City of Elliot Lake is currently accepting applications for Summer Student Employment positions. The deadline date for submitting applications is Wednesday March 31, 2021.

To be eligible for summer employment, you must be enrolled full-time in a post-secondary or secondary institution during this academic year and intend to return to school full-time at the end of the term of employment. Supporting documentation must be provided with your application.

For positions with duties that include working primarily with children, successful candidates are required to provide a favourable criminal records check as well as 1<sup>st</sup> Aid and CPR certification obtained at their own expense prior to commencing employment. For positions with duties that include driving city vehicles, successful candidates are required to provide a driver's abstract indicating a clean driving record obtained at their own expense prior to commencing employment.

Except in the Aquatics area, summer student employment is limited to four (4) years (work terms).

Applications are available below and are to be returned to the following address:

Human Resources Department  
City of Elliot Lake  
45 Hillside Drive North  
Elliot Lake, Ontario P5A 1X5  
E-mail: [emoss@elliottlake.ca](mailto:emoss@elliottlake.ca)

In accordance with the Municipal Freedom of Information and Protection of Privacy Act, the information gathered is collected pursuant to the Municipal Act and will be used for the purpose of candidate selection. Accommodations are available upon request for candidates taking part in all aspects of the selection process.

**APPLICATION FOR  
STUDENT SUMMER EMPLOYMENT 2021  
THE CITY OF ELLIOT LAKE**

DATE: \_\_\_\_\_

OUR HIRING POLICY REQUIRES THAT ANY STUDENT HIRED FOR SUMMER EMPLOYMENT MUST HAVE COMPLETED AN ENTIRE SEMESTER OF POST-SECONDARY EDUCATION IN THE SPRING OF 2021 AND MUST BE RETURNING TO POST-SECONDARY EDUCATION IN THE FALL OF 2021.

THE CITY REQUIRES THAT ALL STUDENTS SUBMIT THE FOLLOWING WITH THIS APPLICATION

- (1) PROOF OF ATTENDANCE AT A POST-SECONDARY INSTITUTION DURING 2020/2021
- (2) PROOF OF YOUR INTENT TO RETURN TO SCHOOL IN THE FORM OF AN OFFICIAL RECEIPT OF MONIES PAID FOR THE FALL OR A LETTER OF YOUR INTENT FROM YOUR INSTITUTION
- (3) RESUME

NAME: \_\_\_\_\_  
Last First

PHONE NO.: \_\_\_\_\_  
Home Cell

E-MAIL ADDRESS: \_\_\_\_\_

ADDRESS: \_\_\_\_\_  
No. Street City Province Postal Code

HAVE YOU WORKED FOR US BEFORE? YES NO IF YES, WHEN? \_\_\_\_\_  
(Date)

THE FOLLOWING POSITIONS **MAY** BE AVAILABLE DEPENDING UPON APPROVAL OF GRANTS:

- |                             |   |
|-----------------------------|---|
| Labourers / Public Works    | Welcome Centre / Tourism Ambassadors      |
| Labourers / Mississagi Park | Summer Day Camp / Playgrounds Supervisors |
| Labourers / Parks           | Lifeguards                                |
| Clerical                    | Reception                                 |

POSITION APPLIED FOR: (Indicate choices; however, we may not be able to accommodate you in your area so chosen. Also note the policy will allow for movement from one area to another; however, you lose your preferred hiring status and your name goes into the general pool.

1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_

DATE AVAILABLE FOR WORK: \_\_\_\_\_

DO YOU HAVE A VALID DRIVER'S LICENSE CLASS \_\_\_\_\_

YES NO

PLEASE INDICATE BY CIRCLING THE APPROPRIATE TITLE BELOW WHETHER YOU ARE RETURNING TO UNIVERSITY, COLLEGE OR SECONDARY SCHOOL:

UNIVERSITY

COLLEGE

SECONDARY SCHOOL

INSTITUTION	NAME OF COURSE	YEAR TO BE COMPLETED MAY 2019	LAST YEAR ATTENDED
SECONDARY		(CIRCLE) 9 10 11 12	
COLLEGE/UNIVERSITY		(CIRCLE) 1 2 3 4	
OTHER/ PLEASE SPECIFY			

LIST BELOW BEGINNING WITH YOUR MOST RECENT, ALL PRESENT AND PAST EMPLOYMENT:

COMPANY	FROM	TO	DESCRIBE WORK DONE	REASON FOR LEAVING	SUPERVISOR

ARE THERE ANY OTHER EXPERIENCES, SKILLS OR QUALIFICATIONS WHICH YOU FEEL WOULD BE AN ASSET TO THE MUNICIPALITY? PLEASE LIST BELOW:

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THE FACTS SET FORTH ABOVE IN MY APPLICATION FOR EMPLOYMENT ARE TRUE AND COMPLETE. I HAVE READ AND I UNDERSTAND THE SUMMER STUDENT HIRING POLICY AND I MEET ALL THE REQUIREMENTS OF THAT POLICY. I UNDERSTAND THAT, IF EMPLOYED, FALSE STATEMENTS ON THIS APPLICATION SHALL BE CONSIDERED SUFFICIENT CAUSE FOR DISMISSAL.

\_\_\_\_\_  
SIGNATURE OF APPLICANT