



## **SUMMER STUDENT EMPLOYMENT – 2024**

The City of Elliot Lake is currently accepting applications for Summer Student Employment positions. The deadline date for submitting applications is March 29, 2024.

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).

Applicants may indicate their preferred positions, however; if the City does not receive enough Post Secondary applicants with availability to begin work on or around May 1<sup>st</sup> all available applicants will be placed in labourer positions. The opportunity to move to preferred positions will be given in July once High School students are available to fill in gaps in Labour. This is to ensure university applicants receive the maximum amount of hours, as well as providing the much needed assistant to our Parks and Public Works departments with the influx of work at the start of the season.

Normal hours of work will be Monday-Friday, however; weekend availability will be mandatory in certain cases. Adequate notice will be given ahead of required weekends.

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: [hr@city.elliottlake.on.ca](mailto:hr@city.elliottlake.on.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.



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 2024 | LAST YEAR ATTENDED |
|--------------------------|----------------|-------------------------------|--------------------|
| SECONDARY                |                | (CIRCLE)<br>9 10 11 12        |                    |
| COLLEGE/UNIVERSITY       |                | (CIRCLE)<br>1 2 3 4           |                    |
| OTHER/<br>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.

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SIGNATURE OF APPLICANT