



Post-Secondary Summer Student Instructions

Are you Eligible to Apply:

In order to be eligible, you must meet the following conditions:

1. You attended an accredited post secondary institution (e.g. College, University, Trades School) for the full year (September 2022 to April 2023 or Fall 2022 to Spring 2023).
2. You are returning to full time studies in the Fall of 2023 immediately following your summer employment. **Note:** It is acceptable if you are continuing on in a different program (e.g. you have completed a degree and are moving on to take a graduate degree, or you are changing programs).
3. You must not be in high school. High School students are not eligible for these positions. However, if you are in high school, you may apply on other job postings that we have available, there are lots of other jobs in our organization for which high school students may apply.

Each application must include a fully completed Application for Seasonal Student Employment, Resume, covering letter, and information from the post secondary institution(s) you are attending to confirm your enrollment in a full time program for the 2022-2023, and the 2023-2024 school years. **IMPORTANT: If you don't have all of this information, we may not consider your application.**

Application forms are available at the Town of Fort Frances Employment Opportunities website.

The application form contains important instructions – follow them closely! This application is only for the jobs listed. If you wish to apply for another job, you will be required to fill out an application form for that job.

We prefer applications by email to our Human Resources Department at jobs@fortfrances.ca. Please include all digital files. We prefer PDF files, but Word is also acceptable. One PDF is preferred.

If you aren't able to send an email application, we also accept them by fax (807) 274-8479.

Only those applicants selected for an interview will be contacted.

Operations and Facilities & Community Services Division

Summer Program Supervisor

Hourly Rate: \$23.30 per hour

Hours of Work: 35 hours/week - shifts variable based on operational needs

The incumbent is responsible for planning, implementing, and operating Memorial Sports Centre Summer Programs and is responsible for the day to day supervision of staff.

Summer Program Staff - Post Secondary

Hourly Rate: \$18.04 per hour

Hours of Work: Variable - based on operational needs

The incumbent is responsible for lifeguarding (if qualified), planning, implementing and operating Memorial Sports Centre Summer Programs.

Summer Program Assistants - Secondary School Students

Note: Does not have to meet Post Secondary Eligibility requirements

Hourly Rate: \$15.37 per hour

Hours of Work: Variable - based on operational needs

The incumbent is responsible for lifeguarding (if qualified), and assists summer program staff in operation Memorial Sports Centre Summer Programs.

Student Marina Attendant - Post Secondary School

Hourly Rate: \$18.04 per hour

Hours of Work: 40 hours / week; shifts variable based on operational needs

The incumbent works day, evening, and weekend shifts on a rotating basis and is responsible for the day-to-day operations of the Sorting Gap Marina.

Student Marina Attendant - Secondary School Students

Note: Does not have to meet Post Secondary Eligibility requirements

Hourly Rate: \$15.37per hour

Hours of Work: Variable - based on operational needs

The incumbent works day, evening, and weekend shifts on a rotating basis and is responsible for assisting with the day-to-day operations of the Sorting Gap Marina.



Application for Seasonal Student Employment – Operations and Facilities & Community Services

Your application must be arranged in the order of: Application Form, Cover Letter, Resume, and References (if applicable), followed by your Proof of Eligibility. You can demonstrate your eligibility with any document which proves you were registered for post-secondary studies from September 2022 – April 2023. Do not submit duplicate applications (e.g.: fax & email). Please be advised due to privacy requirements, we are unable to discuss the details of an application with persons other than the applicant.

<u>First Name</u>	<u>Last Name</u>	<u>Educational Institution & Field of Study</u>
<u>Mailing address</u>	<u>Town/City</u>	<u>Postal Code</u>
<u>Email Address</u>	<u>Cell Phone</u>	<u>Other Contact Information</u>
<u>Earliest Available Start Date</u>	<u>Latest Available End Date</u>	<u>List all dates which you may be unavailable to work:</u>
<u>Positions for which you are applying:</u> Summer Program Supervisor Summer Program Staff Summer Program Assistant Marina Attendant Marina Attendant (Secondary Student)	<u>Order of preference for positions applied for:</u> Summer Program Supervisor Summer Program Staff Summer Program Assistant Marina Attendant Marina Attendant (Secondary Student)	<u>Driver's License Information</u> Class of license: Province of issue: Date of expiry: Restrictions:
I am legally eligible to work in Canada: Yes No		I have been previously employed by the Town of Fort Frances: Yes No
I am aware of the job requirements of each position for which I have applied: Yes No		I am physically capable of performing the core duties of each position for which I have applied: Yes No
I completed two (2) consecutive semesters of post-secondary studies beginning in September of 2022: Yes No		I intend to register for two (2) consecutive semesters of post-secondary studies beginning in September of 2023: Yes No

By submitting this application, all applicants declare that the information provided above is true and correct. Willful dishonesty on the part of the applicant shall result in the refusal of this application, and if discovered later, may lead to the termination of employment, and refusal of future employment reference requests.

Return this completed application by e-mail to our Human Resources Department, Town of Fort Frances at jobs@fortfrances.ca.