



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 2020 to April 2021, or Fall 2020 to Spring 2021).
2. You are returning to full time studies in the Fall of 2021 immediately following your summer employment. **Note:** It is acceptable if you are continuing on in a different program (e.g. you have completed one program and are pursuing another one, 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 2020-2021, and the 2021-2022 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.

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.

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

The application deadline is Friday March 5, 2020 at 4:00pm (Central Time). Late applications will not be accepted. We only contact those candidates who are selected for an interview.

Community Services Division

Student Marina Attendant

Hourly Rate: \$17.69 per 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 the day-to-day operations of the Sorting Gap Marina.

Student Marina Supervisor

Hourly Rate: As per Salary Administration Policy
Hours of Work: 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 and is responsible for the day to day supervision of staff. Ensures that supplies are ordered for the day to day operations of the Marina throughout the summer.

Student Museum Attendant

Hourly Rate: \$17.69 per hour
Hours of Work: Variable - based on operational needs

Under the direction of the Curator, the incumbent assists with the delivery and marketing of museum programs. Other responsibilities may include assisting with, collection management, update of exhibits, cataloging and collection of historical data as required, as well as other duties as assigned.



Application for Seasonal Student Employment – 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 2020 – April 2021. 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> Student Museum Attendant Student Marina Attendant Student Marina Supervisor	<u>Order of preference for positions applied for:</u> Student Museum Attendant Student Marina Attendant Student Marina Supervisor	<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 2020: Yes No		I intend to register for two (2) consecutive semesters of post-secondary studies beginning in September of 2021: 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.