



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 Division

Engineering Summer Student

Hourly Rate: \$17.34 per hour
Hours of Work: 40 hours / week

The incumbent will provide support to the Town's Operations and Facilities Manager, Transportation Superintendent, and Environmental Superintendent. Assignments will include survey work, including setting grades, collection data and condition assessments of the Town's assets, such as sidewalks, signage, etc., providing support for the GIS system and assisting on locates for Town owned utilities.

Student Parks Labourer

Hourly Rate: \$17.34 per hour
Hours of Work: 40 hours / week

The incumbent is responsible for completing various works related to maintenance of the Parks and Cemetery Department, including: raking and cleaning parks, cemeteries, and boulevards; plot and flower bed preparation (edging, filling, tilling, and raking; planting, weeding, watering, and cultivating flowers; cutting grass and trimming hedges; landscaping, and other duties as assigned.

Student Public Works Labourer

Hourly Rate: \$17.34 per hour
Hours of Work: 40 hours / week

The incumbent is responsible for assisting the Public Works crew with a variety of physical labour tasks including but not limited to assisting with building curbs and sidewalks, patching potholes, cutting brush in ditches, and other duties as assigned.

Student Labourer - Waterworks (Water Distribution and Wastewater Collection)

Hourly Rate: \$17.34 per hour
Hours of Work: 40 hours / week

The incumbent is responsible for assisting the Waterworks crew with a variety of physical labour tasks including but not limited to assisting with exercising valves, assisting with projects as required, and other duties as assigned.



Application for Seasonal Student Employment – Operations and Facilities

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> Student Parks Labourer Engineering Summer Student Student Public Works Labourer Student Labourer - Waterworks	<u>Order of preference for positions applied for:</u> Student Parks Labourer Engineering Summer Student Student Public Works Labourer Student Labourer - Waterworks	<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.