



Category B

Application Form

Remember to:

- attach a cover letter outlining why we should hire you
- attach a resume indicating your experiences and the ages of children and youth with whom you have worked
- complete the application form in full and attach it to the email
- complete a separate cover letter, resume and application form for each category for which you are applying
- attach a copy of current first aid certificate or register for a course before start date of program

Indicate the positions* for which you are applying

Breithaupt Centre Camps

- Assistant Coordinator
- World Ambassadors Camp Counsellors
- Sports Camp Counsellors
- Kids Craft & Games Counsellors
- Kids in Motion Counsellors

Tennis Camp

- Tennis Camp Instructor
- Tennis Camp Coordinator

Kiwanis Park Camp

- Kiwanis Camp

Please complete all of the information on this application

First Name: _____ Initial: _____ Last Name: _____

Street Address: _____ Apt. _____

City: _____ Postal code: _____

Current phone number: _____ Local phone number: _____

Email: _____

Current school _____ Grade or year of study: _____

Some positions require that applicants meet additional minimum age requirements.

Do you meet the age requirement for the position for which you are applying? Yes No

ALL APPLICANTS:

Are you legally eligible to work in Canada? Yes No

Are you returning staff from 2011? Yes No

If Yes, what position? _____

If you did not work for city programs in 2011 but have in previous years, please list years: _____

Please refer to www.kitchener.ca for information on the City of Kitchener Hiring Policy.

Do you have any relatives currently employed with the City of Kitchener? Yes No

If yes, relationship: _____ Their position: _____

Some positions will require the use of an automobile. Will you have one? Yes No

Do you have a current STANDARD First Aid Certificate? Yes No

Have you participated in the BYLD Program? Yes No

References

Please provide three references. These contacts should be able to provide information relevant to your suitability as a potential summer program staff person. No family members or relatives.

Name:	Occupation:	Relation to Applicant:	Telephone: (please include area code)
			(home) (work) (email)
			(home) (work) (email)
			(home) (work) (email)

(I hereby authorize any individual, company or institution to provide the City of Kitchener with any information they may have concerning my job performance and I do hereby release such individual, company or institution from any and all liability by reason of providing such information.)

I understand that employment and continuing employment is conditional upon:

1. Adherence to the policies and guidelines, regulations and instructions, governing employment by the City as in effect at the time of employment, or established at any subsequent time.
2. The verification, qualifications and statements made by me in this application. I understand any falsification, misrepresentation, omission or concealment of information may be considered just cause for immediate dismissal.
3. 2012 budget approval.
4. Provision of a copy of a current Standard First Aid Certificate and Police Records Check.
5. Meeting the specifications for the job description (ie. age, police check, etc.).
6. Compulsory attendance at all summer staff training.

I agree

Personal information relating to the recruitment and hiring process is collected under the authority of Kitchener City Council and will be used to determine eligibility for employment.