



KITIMAT
A Marvel of Nature and Industry

DISTRICT OF KITIMAT

270 City Centre • Kitimat, BC • V8C 2H7

APPLICATION FOR SUMMER/YOUTH EMPLOYMENT 2023

Application with all necessary documentation to be submitted by **MARCH 31, 2023**

In order to be eligible for summer employment, you must provide the following information with your application form:

PLEASE NOTE: Preference will be given to Post Secondary School students, followed by high school students in Grade 12, then Grade 11 students. If unable to fill the positions with students, other applicants between the ages of 15 to 30 years of age will be considered.

↓ I AM APPLYING AS A:

POST SECONDARY STUDENT APPLICANTS AND GRADE 12 GRADUATING STUDENTS - ATTACH:

Proof that you are currently enrolled in full-time classes for the Fall 2022 (September to December) and Winter 2023 (January to April) semesters and enrolled in at least 3 full credit courses per semester.

Copy of your current transcript.

Letter from Registrar's office stating that you are continuing your education full-time the following year.

Grade 12 graduating students please provide a letter from your high school stating that you are currently a full-time student and a letter from a Post Secondary Institution confirming that you have been accepted into a full-time program for the Fall of 2023.

For positions that require a Class 5/7N drivers license, a copy of your drivers abstract from www.icbc.com

For Summer Student Labourer positions at Public Works Yard, provide a copy of your Traffic Control Certification or proof that you are enrolled in a Traffic Control Course that will be completed by April 29, 2023. This is a BCCSA two day, in-person course. An on-line course is not acceptable.

Students who are over the age of 18 years old who are offered employment in the Leisure Services Department will be required to complete a Police Information and Vulnerable Sector Check prior to commencement of employment.

HIGH SCHOOL STUDENTS CURRENTLY IN GRADE 11 - ATTACH:

A letter from your school stating that you are currently a full-time student and will be continuing your education full-time in the following year.

For positions that require a Class 5/7N drivers license, a copy of your drivers abstract from www.icbc.com

For Summer Student Labourer positions at Public Works Yard, provide a copy of your Traffic Control Certification or proof that you are enrolled in a Traffic Control Course that will be completed by April 29, 2023. This is a BCCSA two day, in-person course. An on-line course is not acceptable.

GENERAL APPLICANTS BETWEEN THE AGE OF 15 AND 30 YEARS OF AGE - ATTACH:

For positions that require a Class 5/7N drivers license, a copy of your drivers abstract from www.icbc.com

For Summer Student Labourer positions at Public Works Yard, provide a copy of your Traffic Control Certification or proof that you are enrolled in a Traffic Control Course that will be completed by April 29, 2023. This is a BCCSA two day, in-person course. An on-line course is not acceptable.

POSITION APPLIED FOR (check all that you are interested in):

Summer Student Labourer – Public Works Yard Emergency Program position(s) - Fire Hall

Youth Employment Student – Leisure Services

NAME:

DATE:

ADDRESS:

POSTAL CODE:

Home phone:

Cell phone:

Email:

Date available to start work:

Are you legally permitted to work in Canada?

You are currently a: Post-Secondary Student Grade 12 Graduating Student

High School Student in Grade 11 General Applicant age of 15 – 30 years of age

Are you aware of any extenuating circumstances which will require a lengthy leave from work after being hired? (If yes, state reason)

WORK or VOLUNTEER EXPERIENCE					
<i>(In order starting with most recent)</i>					
Name & Location of Employer	Position Held	Job Duties	Dates		Reason for Leaving
			From	To	

EDUCATION (Secondary and Post Secondary)			
Name of Institution	Dates Attended	Last Grade or Year Completed	Diploma, Degree or Certificate Obtained

Do you have a current BC Driver's Licence: Yes No

Class: 5 7N Air Brakes: Yes No

Please provide any further details about your qualifications, education or experience that are relevant to your application:

EMPLOYMENT REFERENCES (Name, Phone Number, Email Address – exclude relatives)

PERSONAL REFERENCES (Name, Phone Number, Email Address - exclude relatives)

PLEASE READ CAREFULLY!

I authorize the District of Kitimat to make reference checks and other enquiries to verify the information provided on this application.

I understand and agree that any misrepresentation in this application will be sufficient cause for cancellation of my application and/or separation from the District of Kitimat's employment if I have been hired.

Date

Signature

Completed applications may be

Mailed to:

Attention: Human Resources Manager
270 City Centre, Kitimat, BC, V8C 2H7

E-mailed to:

hr@kitimat.ca

Faxed to:

Attention Human Resources Manager at
250-632-4995