



# DISTRICT OF KITIMAT

270 City Centre • Kitimat, BC • V8C 2H7

Persons with Disabilities Commission

## APPLICATION FOR SUMMER/YOUTH EMPLOYMENT 2020

Application with all necessary documentation to be submitted by March 29, 2020

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

**Proof that you are currently a full-time student in a recognized High School or Post-Secondary institution and enrolled in at least 2 full credit (3 credits) courses for the September – December 2020 and January – April 2021 semesters. Please provide a copy of your current transcript (including in progress sessions).**

**Committed to continuing education in the Fall Semester (September – December 2020) and Winter Semester (January to April 2021) in a minimum of 2 full credit (3 credits) courses and a student in good standing. Please provide a letter from the Registrar's office. If you will be attending a different academic institution in the Fall, please provide a copy of your accepted application to the school.**

**Please provide a copy of your Drivers abstract. This can be obtained by contacting ICBC at [www.icbc.com](http://www.icbc.com)**

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

### POSITION APPLIED FOR:

Youth Employment Student – Leisure Services Department

NAME:

DATE:

ADDRESS:

POSTAL CODE:

Home phone:

Cell phone:

Email:

Date available to start work:

Are you legally permitted to work in Canada?

Do you have any disabilities or illnesses which may affect your ability to perform the routine duties of the position applied for? (If yes, please detail)

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

### Names of relatives presently working for the District of Kitimat

(This information is required to prevent conflicts in reporting relationships)

Name: \_\_\_\_\_ Relationship to You: \_\_\_\_\_

Name: \_\_\_\_\_ Relationship to You: \_\_\_\_\_

(In order starting with most recent) <b>WORK EXPERIENCE</b>					
Name & Address of Employer	Type of Business	Position Held	Dates		Reason for Leaving
			From	To	
<b>EDUCATION</b>					
Name of Institution	Dates Attended	Last Grade or Year Completed	Diploma, Degree or Certificate Obtained		
Secondary School					
PostSecondary:					
Other:					
Do you have a current BC Driver's Licence:		Yes	No		
Class:	Air Brake:	Yes	No		

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

<b>EMPLOYMENT REFERENCES</b> (Name, Address, Phone Number – exclude relatives)

<b>PERSONAL REFERENCES</b> (Name, Address, Phone Number - 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 District of Kitimat  
 270 City Centre, Kitimat, BC, V8C 2H7

**E-mailed to:**

hr@kitimat.ca

**Faxed to:**

Attention: Human Resources Manager  
 at 250-632-4995