



**THE CORPORATION OF THE CITY OF ELLIOT LAKE**

**SUMMER STUDENT EMPLOYMENT - 2010**

The City of Elliot Lake is currently accepting applications for Summer Student Employment positions. The deadline date for submitting applications is Wednesday, March 31, 2010.

To be eligible for summer employment, you must be enrolled full-time in a post-secondary or secondary institution during this academic year and intend to return to school full-time at the end of the term of employment. Supporting documentation is to be provided with your application.

For positions with duties that include working primarily with children, successful candidates are required to provide a favourable criminal records check as well as 1<sup>st</sup> Aid and CPR certification obtained at their own expense prior to commencing employment. For positions with duties that include driving city vehicles, successful candidates are required to provide a driver's abstract indicating a clean driving record obtained at their own expense prior to commencing employment.

Except in the Aquatics area, summer student employment is limited to four (4) years (work terms).

Applications are available along with a copy of the complete hiring policy in effect at the following address:

Human Resources Department  
City of Elliot Lake  
45 Hillside Drive North  
Elliot Lake, Ontario P5A 1X5  
Fax: 705-461-7269  
Website: [www.cityofelliottlake.com](http://www.cityofelliottlake.com)  
E-mail: [personnel@city.elliottlake.on.ca](mailto:personnel@city.elliottlake.on.ca)

In accordance with the Municipal Freedom of Information and Protection of Privacy Act, the information gathered is collected pursuant to the Municipal Act and will be used for the purpose of candidate selection.

## **SECTION 5 SUMMER STUDENT EMPLOYMENT**

### **5.1 GENERAL REQUIREMENTS**

Priority in general terms will be given in the following order subject to the conditions following:

Group 1 - University and College students

Group 2 - Current year graduates from secondary school

Group 3 - Secondary school students (returning to secondary school)

Priority will be given to students who have resided in Elliot Lake in the year immediately preceding their attendance at post secondary school and have at least one parent or one other care-giving family member currently residing in Elliot Lake. In the event that vacancies remain after qualifying applications from Group 1 and Group 2 above have been satisfied, the residency condition will no longer apply.

Students must be at least 16 years of age.

Students must be in full-time attendance at college or university for at least one semester during the year immediately prior to summer employment and intending to return to full-time attendance at college or university at the end of the vacation period. Satisfactory proof of this is to be provided to the Human Resources Department.

Students who have had previous satisfactory summer experience from the preceding year with the Corporation will be given priority. Summer students meeting this element have to submit an application each year.

Hiring will be limited to one (1) person per family with the following exceptions: Aquatics, where qualifications are paramount to service both beaches and pool or where studies are related to Municipal operations (i.e., urban planning, engineering, etc.) However, in the event that vacant positions remain after all applications have been processed, the limitation will not apply.

Except in the Aquatics area, summer student employment is limited to four (4) years or work terms. A work term consists of time worked for a minimum of six (6) weeks.

Students hired under grant programs are governed by conditions established under the contract. The conditions vary and the Manager of Human Resources in conjunction with the Director is given discretionary powers to determine the suitability of applicants.

Those students requesting consideration for a move from one department to another lose their right under the eligible for rehire list and consequently will be chosen in accordance with the third pool lottery selection system.

Adults enrolled in full-time post-secondary education who are not receiving money from EI or HRSDC, WSIB or any government retraining program will be considered on the same basis with the university or college applicants.

## **5.2 ACCEPTANCE OF SUMMER EMPLOYMENT APPLICATION FORM**

### **1. University and/or College Students**

The Human Resources Department will accept applications for summer employment only during the period of December 1<sup>st</sup> to March 31<sup>st</sup> inclusive.

### **2. Secondary School Students**

Secondary school students will be considered only after University and College placements.

## **5.3 SELECTION PROCESS**

### **First Pool**

During January of each year, the Human Resources Department will prepare a list of those summer student employees who are eligible for rehire. The decision to place an individual on the Eligible for Rehire List will be based on the Supervisor's Notice of Termination Form completed after the student's last tour of duty. Past employment with the City has to have been SATISFACTORY.

The students on the Eligible for Rehire List will be given priority for summer employment in the preceding term provided:

- (1) They continue to be students in full-time attendance at college or university immediately prior to summer employment and intending to return to full-time attendance at college or university at the end of the vacation period and proof of this is provided to the Human Resources Department.
- (2) They will be available for work when required. Positions will not be held if applicants are not available within 7 (seven) calendar days of the date required.

- (3) They were employed by the City the previous summer.

The complete Eligible for Rehire List will be forwarded to the applicable department by the Human Resources Department.

### **Second Pool**

Students enrolled in educational programs related to Municipal operations. This group will also be entered into the third pool.

### **Third Pool**

A lottery will be held for any remaining labour- intensive positions not filled through the first and second pools on or about April 15. The names will be placed in a “hat” and drawn until the requisite number of summer staff is achieved and/or all names have been drawn. The names will then be forwarded to the user Departments for conducting their interviews. The draw is conducted by a member of Council and recorded by the Manager of Human Resources or his/her designate. This pool will remain open until the end of the hiring season (September 15). In the event a name drawn from the pool is unwilling or unable to commence employment with the City on the date the applicant is required, his/her name will be withdrawn from the pool for the immediate employment year.

## **5.4 INTERVIEWS**

Interview arrangements will be made by the user department. The user department will conduct the interviews and advise the Human Resources Department of the successful applicants.

## **5.5 DOCUMENTATION**

User departments will ensure that documentation takes place prior to commencement of employment. Appointments for completion of documentation will only be made after consultation with the Human Resources Department.

## **5.6 QUALIFICATION REQUIREMENTS**

All summer students hired will attend an Orientation Session as scheduled by the Human Resources Department prior to commencing their duties.

Those students whose duties include working primarily with children will be required to provide a favourable Criminal Records Check obtained at their own expense prior to commencing employment.

Those students whose duties include driving City vehicles will be required to provide a driver’s abstract indicating a clean driving record obtained at their own expense prior to commencing employment.

# APPLICATION FOR STUDENT SUMMER EMPLOYMENT 2010

THE CORPORATION OF THE CITY OF ELLIOT LAKE

DATE: \_\_\_\_\_

OUR HIRING POLICY REQUIRES THAT ANY STUDENT HIRED FOR SUMMER EMPLOYMENT MUST HAVE COMPLETED AN ENTIRE SEMESTER OF POST-SECONDARY EDUCATION IN THE SPRING OF 2010 AND MUST BE RETURNING TO POST-SECONDARY EDUCATION IN THE FALL OF 2010. A COPY OF THE COMPLETE HIRING POLICY IS ATTACHED FOR YOUR INFORMATION.

THE CORPORATION REQUIRES THAT ALL STUDENTS SUBMIT THE FOLLOWING WITH THIS APPLICATION:

- (A) PROOF OF ATTENDANCE AT A POST-SECONDARY INSTITUTION DURING 2009/2010
- (B) PROOF OF YOUR INTENT TO RETURN TO SCHOOL IN THE FORM OF AN OFFICIAL RECEIPT OF MONIES PAID FOR THE FALL OR A LETTER OF YOUR INTENT FROM YOUR INSTITUTION.

NAME: \_\_\_\_\_ TELPHONE NO.: \_\_\_\_\_  
Last First

ADDRESS: \_\_\_\_\_  
No. Street City Prov. Postal Code

HAVE YOU WORKED FOR US BEFORE? YES NO IF YES, WHEN? \_\_\_\_\_  
(Circle One) (Date)

THE FOLLOWING POSITIONS **MAY** BE AVAILABLE DEPENDING UPON APPROVAL OF GRANTS:

- 1. Labourers
- 2. Clerical
- 3. Water/Wastewater Plants
- 4. Parks/Recreation
- 5. Aquatics
- 6. Museum
- 7. Playgrounds
- 8. Tourism Ambassadors

POSITION APPLIED FOR: (Indicate choices; however, we may not be able to accommodate you in your area so chosen. Also note the policy will allow for movement from one area to another; however, you lose your preferred hiring status and your name goes into the general pool.

1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_

DATE AVAILABLE FOR WORK: \_\_\_\_\_

PLEASE INDICATE BY CIRCLING THE APPROPRIATE TITLE BELOW WHETHER YOU ARE RETURNING TO UNIVERSITY, COLLEGE OR SECONDARY SCHOOL:

UNIVERSITY COLLEGE SECONDARY SCHOOL

INSTITUTION	NAME OF COURSE	YEAR TO BE COMPLETED MAY 2010	LAST YEAR ATTENDED
SECONDARY		(CIRCLE) 9 10 11 12 OAC	
UNIVERSITY/ COLLEGE		(CIRCLE) 1 2 3 4	
OTHER/ PLEASE SPECIFY			

LIST BELOW BEGINNING WITH YOUR MOST RECENT, ALL PRESENT AND PAST EMPLOYMENT:

COMPANY	FROM	TO	DESCRIBE WORK DONE	REASON FOR LEAVING	SUPERVISOR

FOR EMPLOYMENT REFERENCES, MAY WE APPROACH THE ABOVE MENTIONED EMPLOYERS? (CIRCLE ONE) YES NO

ARE THERE ANY OTHER EXPERIENCES, SKILLS OR QUALIFICATIONS WHICH YOU FEEL WOULD BE AN ASSET TO THE MUNICIPALITY? PLEASE LIST BELOW:

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**THE FACTS SET FORTH ABOVE IN MY APPLICATION FOR EMPLOYMENT ARE TRUE AND COMPLETE. I HAVE READ AND I UNDERSTAND THE SUMMER STUDENT HIRING POLICY AND I MEET ALL THE REQUIREMENTS OF THAT POLICY. I UNDERSTAND THAT, IF EMPLOYED, FALSE STATEMENTS ON THIS APPLICATION SHALL BE CONSIDERED SUFFICIENT CAUSE FOR DISMISSAL.**

\_\_\_\_\_  
SIGNATURE OF APPLICANT