



# Employment Application Form

**POSITION:** Director of Client Programs and Quality Assurance

Thank you for your interest in our Director of Client Programs and Quality Assurance position. Please **fully complete** the sections of the Employment Application Form below and submit your completed Employment Application Form, to [selena.boutilier@contacthamilton.ca](mailto:selena.boutilier@contacthamilton.ca) by the identified deadline on the job posting.

Please ensure your application contains all relevant information you would like to share with us. We will only review fully completed Employment Application Forms. Please do not submit a resume - resumes will not be reviewed.

We will only contact individuals selected for an interview. Thank you.

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## EXPRESSION OF INTEREST

Please explain why you are interested in this position and how you will make a positive impact on the organization:

## PERSONAL INFORMATION

First Name:

Last Name:

Email Address:

Phone Number:

City:

Province:

Employment is contingent upon the ability to legally work in Canada. Are you legally authorized to work in Canada (for example, as a Canadian citizen, permanent resident, or with a valid work permit)?

Yes

No

The successful candidate will be required to obtain a satisfactory Police Records Check with Vulnerable Sector Screening. Do you understand this is a requirement of the role if you are the successful candidate?

Yes

No

If the terms and conditions of the *Remote Work Policy* are met, this position will be a hybrid position. It requires you to attend the main office a minimum of 3 days/week. Are you able to attend the main office a minimum of 3 days/week and as needed?

Yes

No

### Languages

Do you speak French?  Yes  No

bilingual: fully fluent

If yes, describe your fluency:

professional proficiency: you can have advanced conversations with few to no mistakes

basic proficiency: you can have limited/basic conversations

Do you write in French?  Yes  No

bilingual: fully fluent

If yes, describe your fluency:

professional proficiency: you can communicate accurately with few to no mistakes

basic proficiency: you understand key words and phrases

Do you speak and/or write in any other languages?  Yes  No

If yes, list the languages and your fluency.

## POST SECONDARY EDUCATION

List your relevant post-secondary education, starting with the most recent.

### Education #1 (required)

Full name of post-secondary institution:

Year Certificate / Diploma Received (yyyy):

Name of Degree / Diploma / Certificate Received:

Major / Subject of Study:

### Education #2 (optional)

Full name of post-secondary institution:

Year Certificate / Diploma Received (yyyy):

Name of Degree / Diploma / Certificate Received:

Major / Subject of Study:

### Education #3 (optional)

Full name of post-secondary institution:

Year Certificate / Diploma Received (yyyy):

Name of Degree / Diploma / Certificate Received:

Major / Subject of Study:

## EMPLOYMENT

List your relevant employment experience starting with the most recent. If additional space is needed, please attach a Word document with additional employment details.

### Experience #1

Position:	Dates Employed	
Organization:	From (MM/YYYY):	To (MM/YYYY):

Key Duties/Responsibilities and Accomplishments:

### Experience #2

Position:	Dates Employed	
Organization:	From (MM/YYYY):	To (MM/YYYY):

Key Duties/Responsibilities and Accomplishments:

**Experience #3**

Position:

Dates Employed

Organization:

From (MM/YYYY):

To (MM/YYYY):

Key Duties/Responsibilities and Accomplishments:

**Experience #4**

Position:

Dates Employed

Organization:

From (MM/YYYY):

To (MM/YYYY):

Key Duties/Responsibilities and Accomplishments:

## SKILLS ASSESSMENT

Describe your skill level and experience in each of the following areas. As evidence, please include examples of how you have used the skills areas during your current and/or previous employment.

Skill Area:	Evidence:
Managerial Skills	
Quality Assurance Management Skills	
Consumer-Oriented Service Skills	
Organizational Ambassadorship & Relationship Development Skills	

<b>Skill Area:</b>	<b>Evidence:</b>
Project Management Skills	
Critical Analysis Skills	
Leadership Skills	
Communication and Negotiation Skills	

### **Thank You**

Thank you for completing the Employment Application Form. Please submit your completed Employment Application Form to [selena.boutilier@contacthamilton.ca](mailto:selena.boutilier@contacthamilton.ca).