Employment Application Form

POSITION: Coordinated Service Planner

Thank you for your interest in our Coordinated Service Planner position. Please fully complete the sections of the Employment Application Form below and submit your completed Employment Application Form to 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 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.

EXPRESSION OF INTEREST

Please explain why you are interested in this position and why you are the best candidate:

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 eligible to be a hybrid position. It requires you to attend the main office on a routine basis (the frequency of need will depend upon organizational need, but at a minimum, 1 day of on-site presence will be required each month). Are you able to attend the main office as needed? ☐ Yes ☐ No

Languages

Do you speak French? ☐ Yes ☐ No

If yes, describe your fluency:

☐ bilingual: fully fluent

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

☐ basic proficiency: you can have limited/basic conversations

Do you write French? ☐ Yes ☐ No

If yes, describe your fluency:

☐ bilingual: fully fluent

☐ 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 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:	Skill Level:	Evidence:
Supporting Children & Youth with Complex Needs	Choose an Item	
Critical Thinking & Problem-Solving	Choose an Item	
Facilitation & Collaborative Planning	Choose an Item	
Multi-Sector Service Coordination	Choose an Item	

Skill Area:	Skill Level:	Evidence:
Attention to Detail & Documentation	Choose an Item	
Child- & Family-Centered Approach	Choose an Item	

Thank You

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