



Employment Application Form

POSITION: Children's Services Administrative Assistant

Thank you for your interest in our Children's Services Administrative Assistant 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. Resumes will not be reviewed.

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

PERSONAL INFORMATION	
First Name:	Last Name:
Email Address:	
Phone Number:	
City:	Province:
Are you legally allowed to work in Canada?	<input type="checkbox"/> Yes <input type="checkbox"/> No
The successful candidate will be required to obtain a satisfactory Criminal Records and Judicial Matters Police Check. Do you understand this is a requirement of the role if you are the successful candidate?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Do you have access to a private and secure home office with reliable internet?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If the terms and conditions of the <i>Work from Home Policy</i> are met, this position will be a hybrid position. It requires you to attend the main office on a routine basis and as requested by your Manager. Are you able to attend the main office as needed?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Languages	
Do you speak French?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, describe your fluency:	<input type="checkbox"/> bilingual: fully fluent <input type="checkbox"/> professional proficiency: you can have advanced conversations with few to no mistakes <input type="checkbox"/> basic proficiency: you can have limited/basic conversations

Do you write French?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, describe your fluency:	<input type="checkbox"/> bilingual: fully fluent <input type="checkbox"/> professional proficiency: you can communicate accurately with few to no mistakes <input type="checkbox"/> basic proficiency: you understand key words and phrases	
Do you speak and/or write any other languages?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, list the languages you speak and your fluency.		

POST SECONDARY EDUCATION

List your relevant post secondary education experience from the most recent.

Education #1

Full name of post-secondary institution:	
Year Certificate / Diploma Received (yyyy):	
Name of Degree / Diploma / Certificate Received:	
Major / Subject of Study:	

Education #2

Full name of post-secondary institution:	
Year Certificate / Diploma Received (yyyy):	
Name of Degree / Diploma / Certificate Received:	
Major / Subject of Study:	

Education #3

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 from the most recent. If needed, please attach a word document with additional employment details. Please do not attach your resume.

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:

Experience #3

Position:

Dates Employed

Organization:

From (MM/YYYY):

To (MM/YYYY):

Key Duties/Responsibilities:

Experience #4

Position:

Dates Employed

Organization:

From (MM/YYYY):

To (MM/YYYY):

Key Duties/Responsibilities:

SKILLS ASSESSMENT

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

Skill Area:	Evidence:
Data entry in databases	
Outlook	
Microsoft Word	
Microsoft Excel	
Detail oriented	
Problem Solving	

EXPRESSION OF INTEREST

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

Thank You

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