



STUDENT SUMMER EMPLOYMENT APPLICATION

APPLICATION DEADLINE: March 31, 2019

Return to: 524 Main Street, Sussex, NB E4E 3E4

RESUMES & INTERVIEWS REQUIRED FOR ALL POSITIONS PLEASE PRINT & COMPLETE AND RETURN THIS PAGE ONLY! Please attach a copy of your resumé.

POSITION(S) APPLIED FOR (from the table on the information sheet)

Choose in order of priority:

- (1) (2) (3) with dotted lines for completion

Available start date for summer employment:

PERSONAL INFORMATION:

Name: Mailing Address (Permanent): Postal Code: Telephone No:

Temporary Address (if different from above): Postal Code: Effective until what day Telephone # Cell Phone: E-Mail Address:

LEVEL OF EDUCATION:

Were you a full time student as of March 2019? (See definition on the information sheet.) YES NO Program Year/Grade as of March 2019 Institution

PREVIOUS WORK EXPERIENCE: (most recent – if more than 2 put on the back of this sheet)

1. Position/Duties: Dates: Employer: Telephone #:

2. Position/Duties: Dates: Employer: Telephone #:

3. List other skills which would be useful for the positions you are interested in:

4. Special Qualifications: Bilingual Sign Language Other

PERSONAL REFERENCES:

a) Name Address Phone # b) Name Address Phone #

SCHEDULED LEAVE REQUEST:

YOU MUST INDICATE ANY TIME OFF YOU REQUIRE FOR VACATIONS, CLINICS OR SPORT ACTIVITIES. These times must be approved prior to commencement of work.



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### **Information Sheet (Applicants Keep These Two Pages)**

#### **ALL APPLICANTS MUST:**

- 1) BE FULL TIME STUDENTS which means as of March 2019 you must be:
  - Attending High School full time; **or**
  - Attending a post secondary institution taking at least 4 full-time courses; **and**
  - You must be returning to school in the fall of 2019.
  
- 2) BE AT LEAST 16 YEARS OF AGE.

#### **PLEASE NOTE THE FOLLOWING INFORMATION FOR POSITIONS:**

##### **All positions:**

1. All students offered a position must provide a Criminal Record check.  
**PLEASE NOTE: only students offered a position will be required to provide a criminal record check.**
  
2. All successful candidates will, as a condition of employment, be required to attend a Training Seminar given by the Community Services and/or Works Department scheduled at the commencement of employment.
  
3. All summer staff are expected to be available to work the entire summer season. Individuals not available for the whole summer will be considered last. As this is a summer position only, very limited time off is available. Time not requested in advance is very unlikely to be granted.
  
4. Photocopies of all pertinent qualifications must be attached to your application or it will not be considered.
  
5. Preference where appropriate is given to university/college students studying in a related field.
  
6. Preference for positions is given to applicants based on qualifications, experience, past work record, and those who have worked successfully in these programs in previous years.



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### Jobs you could apply for:

Position	General Position Overview	Base Wage	Facility/ Location	Approximate Hours per Week	Start Date	End Date
Labourer – Community Services Department	Maintenance of ball fields, trails, parks, playgrounds, arena.	\$11.50/hr	8 <sup>th</sup> Hussars Sports Centre - Outside	40 hrs/week	May 9, 2019	August 30, 2019
Tourism Centre Supervisor - Community Services Department	Supervision of operations of the Municipal Visitor Information Centre.	\$12.25/hr	Tourism Centre (Train Station)	40hrs/week	May 9, 2019	August 30, 2019
Tourism Centre Councilor - Community Services Department	Providing information to visitors. Maintaining cleanliness of Visitor Information Centre.	\$11.75/hr	Tourism Centre (Train Station)	40hrs/week	May 9, 2019	August 30, 2019
Administrative Support – Community Services	Providing customer service to patrons of the Community Services Department. Other support functions as needed.	\$12.25/hr	8 <sup>th</sup> Hussars Sports Centre	40 hrs/week	May 9, 2019	August 30, 2019
Administrative Support – Town Hall	Providing support to Town Administration. Other support functions as needed.	\$12.25/hr	Town Hall	37.5 hrs/week	May 9, 2019	August 30, 2019
Labourer – Works Department	Maintenance of lawn/ turf areas. Other maintenance tasks as required.	\$11.50/hr	Works Centre - Outside	40hrs/week	May 9, 2019	August 30, 2019
Engineering Assistant	Mapping of storm sewer and other utility field information. Data Entry. Engineering/ survey assistance.	\$13.25/hr	Town Hall - Outside	40hrs/ week	May 9, 2019	August 30, 2019