

City of Charlottetown
Application for Seasonal/ Casual Employment

Please return completed applications to:
 Human Resources Department
 P.O. Box 98, Charlottetown, PE C1A 7K2
 (902) 629-4127

www.charlottetown.ca
 HR@charlottetown.ca



Personal Information: (Please Print)

Application valid until December 31, 20_____

Name: _____ Telephone: _____

Email: _____

Street Address: _____

City: _____ Province: _____ Postal Code: _____

Education:

	Name of School	Area Studied	Level/Year Completed	Date of Graduation
High School				
College				
University				
Other				

Will you be returning to school? Yes No

Areas of Interest: (Please note that this is a general listing of seasonal/casual work that may be available. Specific qualifications may be required for some, or all, of these areas.)

Parks and Recreation

- ___ Adventure Camp Coordinator
- ___ Arena Canteen
- ___ Bartender
- ___ Building Security
- ___ Day Camp Counsellor
- ___ Fitness Instructor
- ___ Lifeguard
- ___ Parks Maintenance
- ___ Horticulture
- ___ Pool Ticket Taker
- ___ Program Leader
- ___ Recreation Assistant
- ___ Skate Park Supervisor
- ___ Sport Coordinator

Public Works

- ___ Asphalt Crew
- ___ Building Maintenance/Cleaner
- ___ Catch Basins and Culverts
- ___ Flagger
- ___ General Labourer
- ___ Grass Cutter
- ___ Landscaping, Flowers, Trees
- ___ Mechanic
- ___ Sidewalk Crew
- ___ Sweeper
- ___ Truck Driver

Sustainability

- ___ Urban Forestry
- ___ Environment
- ___ Nature Education

Tourism

- ___ Tourism Counsellor
- ___ Special Events Assistant

Water and Sewer Utility

- ___ Labourer

Police

- ___ Crossing Guard

Courses and/or Certifications: (Please note any recent training or certifications)

- ___ First Aid
- ___ CPR
- ___ WHMIS
- ___ Flagger
- ___ National Lifeguard Certification (NLC)
- ___ Bartender Certificate
- ___ Driver's License, please list all classes: _____
- ___ Other, please specify: _____

Employment History: (Please list your work experience, beginning with the most recent. You may include additional information on a separate sheet or attach your résumé. Please complete this section even if your résumé is attached.)

Employer	Job Title	Start Date (mm/dd/yyyy)	End Date (mm/dd/yyyy)
Duties and Responsibilities		Reason for Leaving	
Employer	Job Title	Start Date (mm/dd/yyyy)	End Date (mm/dd/yyyy)
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Professional References:

First and Last Name	Organization and Position	Telephone Number
1.		
2.		
3.		

General Questions:

Do you have any physical limitations which would prevent you from performing certain types of work? Yes No

Have you previously worked for the City of Charlottetown? Yes No

If yes, when and in what position? _____

What languages do you speak, read and write? (Please list all) _____

When are you available to begin work? _____

I certify that the above noted information is accurate to the best of my knowledge. I understand that employment with the City of Charlottetown is contingent on providing a Criminal Record Check and/or Vulnerable Record Check, deemed satisfactory by management, in addition to satisfactory professional reference checks. All driving positions require a satisfactory driver's abstract.

The City of Charlottetown is proud to be an Equal Opportunity Employer. Please contact the Human Resources Department to request accommodation if you require assistance in any part of our recruitment processes.

Applicant's Signature: _____ **Date:** _____

OFFICE USE ONLY

Received by: _____ **Date:** _____