

Eligible Summer Student Rehire Transfer Request Application 2024

This application is also available in French / Cette demande est également disponible en Français

This document is available in an accessible format upon request. Please contact the Human Resources and Organizational Development Division at 705-674-4455, ext. 4395.

Application deadline is February 29, 2024.

CITY USE ONLY

ID# :

LOTTERY # :

Date received :

Location received :

Students who have previously worked for the City of Greater Sudbury (CGS) as a summer student who are Eligible Student Rehires and wish to transfer to a summer student position which is better suited to their current field of study in college/university are invited to complete this Transfer Request Application.

Transfer requests are being accepted for summer student positions which require specific educational and/or technical expertise only. Your application will be reviewed by the respective operating department and the Talent Acquisition Specialist to determine if you are a suitable candidate for the position being sought. Transfer requests must be received via email at summerjobs@greatersudbury.ca by February 29, 2024. Requests received after the deadline will not be accepted.

If your transfer request is approved, you will be moved to the rehire list for that department and your previous Manager will be notified.

Should the department you have requested to be transferred to be unable to hire you due to a lack of available positions or should your transfer request not be approved, you will return to the rehire list of the previous department in which you worked. Should no positions be available in your previous department, you will be placed on the Surplus List and will be given preference over student new hires in other departments.

You are an ELIGIBLE STUDENT REHIRE if you meet all of the following criteria:

1. You are a former summer student of CGS who has not missed two (2) summer work terms.
2. You were recommended for rehire by the CGS Supervisor / Manager for whom you last worked.
3. You are currently enrolled full-time or part-time in a post-secondary institution.
4. You intend to return to school full-time or part-time in September.

IF YOU MEET THE ABOVE CRITERIA, YOU MAY CONTINUE:

Please ensure you fill out all sections of the application and sign and date the last page. Incomplete applications may not be considered.

Freedom of Information and Protection of Privacy/Personal Information provided on this application for employment form, submitted to the Human Resources and Organizational Development Division, is used as part of the recruitment process only.

If contacted, and you require a disability related accommodation in order to participate in the recruitment process you must advise the Hiring Manager.

Family Name	
First Name	Middle Name
Present Address	Apartment Number
City, Province	Postal Code
Telephone: cell	Telephone: residence/other

Date you are available to start full-time employment	Email Address
How do you prefer to be contacted? <input type="checkbox"/> Email <input type="checkbox"/> Text <input type="checkbox"/> Phone Call	
1) Are you currently enrolled Full Time or Part Time in a post-secondary (College/University) institution?	<input type="checkbox"/> yes <input type="checkbox"/> no
2) Do you intend on returning to school Full Time or Part Time in September? <i>Note: If you have answered "no" to questions 1 or 2, you are <u>not</u> eligible for summer student employment.</i>	<input type="checkbox"/> yes <input type="checkbox"/> no
3) Please indicate what class of valid driver's licence you are in possession of: Class G <input type="checkbox"/> G1 <input type="checkbox"/> G2 <input type="checkbox"/> D <input type="checkbox"/> B <input type="checkbox"/> Z (air brakes) <input type="checkbox"/> Other: _____ No valid driver's licence <input type="checkbox"/> <i>Note: If you obtain your full G licence after applying, please be sure to notify us.</i>	
4) Have you ever been convicted of a criminal offence for which a pardon has not been granted?	<input type="checkbox"/> yes <input type="checkbox"/> no
5) Are you legally eligible to work in Canada?	<input type="checkbox"/> yes <input type="checkbox"/> no
6) Please indicate where you would like to work and how it relates to your current area of study in college/university:	

EMPLOYMENT - Please start with your most recent position

1. Name and address of employer
Position held
Duties

2. Name and address of employer
Position held

Duties

3. Name and address of employer

Position held

Duties

SKILLS

Languages (Please check all that apply):

English Speak Read Write

French Speak Read Write

Specify special training, licences, skills, trades or professional designations.

My Computer Skills are: Poor Average Excellent

Keyboarding speed (w.p.m.) _____

Please check the following computer programs(s) you are familiar with:

Microsoft Word Microsoft Excel Microsoft PowerPoint AutoCad

Other (Please list): _____

Do you have:

- a) reliable transportation? yes no
- b) experience working with children between the ages of 5-14? yes no
- d) proven research skills? yes no
- f) strong communication skills? yes no
- g) experience with a database? yes no
- h) event planning experience? yes no

EDUCATION

Please indicate your most current education (including this year)

University College

Name of educational institution

Program name/Primary area of study

Number of years completed, including this year

TERMS AND CONDITIONS OF EMPLOYMENT

If I am offered a position with the City of Greater Sudbury, I understand that:

1. I am not guaranteed continuity of employment.
2. I shall be required to observe all safety regulations of CGS.
3. I am entitled to become a member of any local Union or Association for which I would be eligible within the specified time as detailed in the Collective Bargaining Agreement and to pay the monthly dues.
4. Membership to any Union does not guarantee permanent status or continuity of employment
5. It may be necessary for me to successfully pass the medical examination standards prescribed by CGS.
6. I may be required to obtain a Criminal Record Check, at my own cost, as a condition of employment.

In consideration of this application, I hereby authorize CGS or any agency acting on CGS's behalf and without liability, to make whatever enquiries CGS deems necessary concerning all statements contained in this application.

I certify that the statements made by me in this application are true and complete to the best of my knowledge and belief and are made in good faith.

Please note: The City of Greater Sudbury cannot guarantee, but will endeavor to offer Students employment within their current geographical area.

I understand that if any of these statements are false, this application may be rejected or any appointment to a position be nullified.

FINAL CHECK LIST

Before submitting your application ensure you have done the following:

<input type="checkbox"/>	Checked to ensure you are filling out the correct application, there is a different application for New Applicants. This application is for eligible re-hires who are looking to transfer to a different area. Please see information on the first page of this application.
<input type="checkbox"/>	Filled in all contact information, including name, address, phone number and email address
<input type="checkbox"/>	Indicated the date you are available to start full-time employment
<input type="checkbox"/>	Indicated if you possess a valid driver's licence or not and if so, what class of licence
<input type="checkbox"/>	Indicated what area you are interested in working in and how it relates to your current area of study
<input type="checkbox"/>	Completed all 5 pages of the application
<input type="checkbox"/>	Attached your resume
<input type="checkbox"/>	Signed and dated the application

NOTE: Incomplete applications and applications without a resume attached may not be considered.

Signature of Applicant	day/month/year

By selecting this box, I declare that all of the above information is true and I agree that my selection replaces my signature, should I be submitting this application via email.

NOTE: If you fill out a hard copy of this application and submit it, you must sign the application.

The City of Greater Sudbury collects the information on this form for employment purposes and under the authority of the *Municipal Act*, 2001, S.O. 2001, c. 25. Questions about this collection can be directed to the Development and Wellness Facilitator at City of Greater Sudbury, 200 Brady Street, P.O. Box 5000, Stn A, Sudbury, Ontario, P3A 5P3, or by phone at 3-1-1.