**Cover Letter – One Page Maximum**

**UNITED COUNTIES OF STORMONT, DUNDAS & GLENGARRY**

***Temporary Truck Driver (Night Shift) Application Form***

***West Patrols (Finch & Winchester Springs – approx. 15 weeks)***

|  |  |  |  |
| --- | --- | --- | --- |
| SECTION A: PERSONAL DATA | |  | |
| Name  Click here to enter text. | Street Address and Apt. Number  Click here to enter text. | | City and Province  Click here to enter text. |
| Postal Code  Click here to enter text. | Home Phone Number  Click here to enter text. | | Business Phone Number  Click here to enter text. |
| Are you legally eligible to work in Canada?  Choose an item. | Date available to begin work  Click or tap to enter a date. | | Have you operated a 5 or 6 tonne snowplow in the past 3 years?  Choose an item. |
| Do you hold a valid DZ License?  Choose an item. | Do you have a clean driving record?  Choose an item. | |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| SECTION B: EMPLOYMENT HISTORY *You may attach a separate sheet if you require additional space.* | | | | |
| *Starting with your current or most recent employer and working backwards, please provide the following:* | | | | |
| Name, address and telephone number of employer:  Click here to enter text. | Type of Business:  Click here to enter text. | | Employed:  From:Click here to enter a date.  To:Click here to enter a date. |
| List your duties with this employer:  Click here to enter text. | | Name and title of supervisor(s):  Click here to enter text. | |
| List any significant achievements made or attained in this position:  Click here to enter text. | | Reason for leaving (or considering leaving if currently employed):  Click here to enter text. | |
| Name, address and telephone number of employer:  Click here to enter text. | Type of Business:  Click here to enter text. | | Employed:  From:Click here to enter a date.  To:Click here to enter a date. |
| List your duties with this employer:  Click here to enter text. | | Name and title of supervisor(s):  Click here to enter text. | |
| List any significant achievements made or attained in this position:  Click here to enter text. | | Reason for leaving (or considering leaving if currently employed):  Click here to enter text. | |

|  |
| --- |
| SECTION C: WORK-RELATED SKILLS |
| 1. What experience do you have operating a large 5 or 6 tonne snow plow with a wing?   Click here to enter text. |
| 1. What experience do you have spreading salt, pre-wetting and/or anti-icing? Describe the system you used.   Click here to enter text. |
| 1. Briefly describe any additional experience you have with road maintenance and construction.   Click here to enter text. |
| 1. Briefly outline any other skills you have that you feel would make you suited for this position. (e.g. equipment you have operated)   Click here to enter text. |

|  |  |  |
| --- | --- | --- |
| SECTION D: EDUCATION *You may attach a separate sheet if you require additional space.* | | |
| Please provide a history of your education.  Click here to enter text. | | |
| **Business, Trade or Technical School** – if you have attended any special training, please list below**.** | | |
| Name of Course  Click here to enter text. | Length of Program  Click here to enter text. | License, certificate or diploma received  Click here to enter text. |
| Skills Acquired  Click here to enter text. | | |
| ***Other*** | | |
| List any other career-related workshops you have attended, including name of course, date taken, and description of program.  Click here to enter text. | | |

|  |
| --- |
| SECTION E: REFERENCES |
| For reference purposes, may we contact your present/last employer? Choose an item.  Your former employer? Choose an item.  List *career-related* references and telephone numbers if different from those listed as present and former employers. Exclude family members.   1. Click here to enter text. 2. Click here to enter text. 3. Click here to enter text. |

|  |
| --- |
| SECTION F: APPLICANT AUTHORIZATION |
|  |

By placing your name on the signature line below and dating this document, you are indicating that you have read, understood and agree to the following conditions:

*I understand that if a conditional offer of employment is made, I will be required to provide a criminal record check and a certified 3-year extended driver’s record. I understand that I may also be required to provide legal proof of my ability to work in Canada and submit to a medical examination.*

*I certify that the information contained in this application is true and complete, to my knowledge. I understand that a false statement may disqualify me from this employment opportunity or cause my dismissal.*

*If selected for an interview, I authorize any person, educational institution, or organization I have listed as a reference, to disclose in good faith any information they may have regarding my qualifications for employment. I will hold you and any of my former employers, educational institutions and any other persons giving references, free of liability for providing this information and any other reasonable and necessary information related to my application for employment.*

|  |  |  |
| --- | --- | --- |
|  |  |  |
| Signature | | Date |

|  |  |  |
| --- | --- | --- |
| 1. | If submitting by e-mail, the e-mail subject must contain:  **Temporary Truck Driver (Night Shift) – West Patrols** | |
| 2. | Send to: | [**jobs@sdgcounties.ca**](mailto:jobs@sdgcounties.ca) |
|  | or: | **United Counties of Stormont, Dundas and Glengarry**  **Attention: Human Resources, Suite 207**  **26 Pitt Street, Cornwall, Ontario K6J 3P2** |

*We thank all applicants for their interest, however, only those selected for an interview will be contacted. Personal information received in this application will be used solely for employee selection purposes and will be handled in accordance with the Municipal Freedom of Information and Protection of Privacy Act. We will accommodate the needs of applicants under the Human Rights Code during the hiring process.*