



Candidates are only eligible for summer student employment if the following criteria are met:

- Student must be currently enrolled in full time post-secondary education (winter semester)
- Student must be returning to full time post-secondary education in the upcoming fall semester

**If you are ineligible for summer student employment
DO NOT FILL OUT THIS FORM**

City Work Experience

Have you worked for the City before? Yes No Are you a returning summer student? Yes No

If yes, please specify Department: _____ Supervisor: _____

Personal Information

Name: _____ Email Address: _____

Phone Number(s): _____ (Cell) _____ (Home)

Home Address: _____
No. & Street City Province Postal Code

Education

Name of College/University you currently attend: _____

Current Course of Study (Specify Major/Minor): _____

Total Length of Study (years): ____ Graduate/Other Schooling? (Specify): _____

Years Completed (as of this summer): ____ Will you be continuing the above course of study? Yes No

(If No) Please Indicate New Course of Study: _____ Length of Study (years): ____

Please Indicate Areas of Interest

Please indicate the position(s) you wish to apply for by marking the boxes below

Labour* Clerical Engineering Recreation & Programming Aquatics

*Are you comfortable working in a cemetery environment? Yes No

Availability

First Date Available for work: _____

Are you able to work the following: Evenings Weekends Holidays

Training, Skills, and Certifications

Do you have experience working with the following?

Word Yes No

Excel Yes No

Outlook Yes No

Power Point Yes No

AutoCAD Yes No

Civil 3D Yes No

Other Engineering / CAD software Yes No Specify: _____

Please Check All Current Certifications You Possess

Bronze Cross C.P.R First Aid Valid Driver's License

Additional Skills / Information: _____

**RESUME & PROOF OF CURRENT EDUCATION* MUST
BE INCLUDED WITH APPLICATION TO BE CONSIDERED**

*Letter from Registrar, Financial Statement, Time Table etc...

I hereby certify that the information contained herein is true and accurate. I understand that giving false information may result in a refusal to hire or in disciplinary action up to and including termination of my employment.

Signature	Date
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Delivery of an executed copy of the signature page to this Agreement by facsimile transmission or transmitted electronically in either a Tagged Image Format File ("TIFF") or Portable Document Format ("PDF") shall be effective as delivery.

Further information is available at our website:
saultsternarie.ca/SummerStudents

The Corporation of the City of Sault Ste. Marie is an inclusive employer. Accommodation is available in accordance with the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act, 2005.

When finished filling out this application, please save and send with attachments to human.resources@cityssm.on.ca .
Subject Line - Summer Student Application

The Human Resources Department will accept summer student applications from **January 1st to March 15th**
This deadline applies to both new **and** returning summer students.