



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

- Student must be a secondary school graduate or currently enrolled in full time post-secondary education (winter semester)
- Student must be entering or 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 School/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: _____

PLEASE ATTACH RÉSUMÉ TO THIS APPLICATION

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:

saultstemarie.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 a résumé to human.resources@cityssm.on.ca.

Subject Line - Summer Student

The Human Resources Department will accept summer student applications until specified deadline.

This deadline applies to both new **and** returning summer students.