



**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: \_\_\_\_\_ Do you have a valid driver's license? Yes  No

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

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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Further information is available at our website:

[saultsternarie.ca/SummerStudents](http://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 a résumé to [human.resources@cityssm.on.ca](mailto:human.resources@cityssm.on.ca)

The Human Resources Department will accept summer student applications from **January 1<sup>st</sup> to March 31<sup>st</sup>** of each year.

This deadline applies to both new **and** returning summer students. Summer Student Application Forms and résumés submitted beyond March 31<sup>st</sup> **will not** be considered for summer employment with the City of Sault Ste. Marie.