



Employment Application Form

POSITION: Service Navigation

Thank you for your interest in our Service Navigation position. Please **fully complete** the sections of the Employment Application Form below and submit your completed Employment Application Form, to selena.boutilier@contacthamilton.ca by the identified deadline on the job posting.

We will only contact individuals selected for an interview. Thank you.

PERSONAL INFORMATION		
First Name:	Last Name:	
Email Address:		
Phone Number:		
City:	Province:	
Are you legally allowed to work in Canada?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
The successful candidate will be required to obtain a satisfactory Criminal Records Check with Vulnerable Sector Screening. Do you understand this is a requirement of the role if you are the successful candidate?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Do you have access to a private and secure home office with reliable internet?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If the terms and conditions of the <i>Remote Work Policy</i> are met, this position will be eligible to be a hybrid position. It requires you to attend the main office on a routine basis (the frequency of need will depend upon organizational need, but at a minimum, 1 day of on-site presence will be required each month). Are you able to attend the main office as needed?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Languages		
Do you speak French?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, describe your fluency:	<input type="checkbox"/> bilingual: fully fluent <input type="checkbox"/> professional proficiency: you can have advanced conversations with few to no mistakes <input type="checkbox"/> basic proficiency: you can have limited/basic conversations	
Do you write French?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	<input type="checkbox"/> bilingual: fully fluent	

If yes, describe your fluency:	<input type="checkbox"/> professional proficiency: you can communicate accurately with few to no mistakes
	<input type="checkbox"/> basic proficiency: you understand key words and phrases
Do you speak and/or write any other languages? <input type="checkbox"/> Yes <input type="checkbox"/> No	
If yes, list the languages you speak and your fluency.	

POST SECONDARY EDUCATION

List your relevant post secondary education starting with the most recent.

Education #1	
Full name of post-secondary institution:	
Year Certificate / Diploma Received (yyyy):	
Name of Degree / Diploma / Certificate Received:	
Major / Subject of Study:	
Education #2	
Full name of post-secondary institution:	
Year Certificate / Diploma Received (yyyy):	
Name of Degree / Diploma / Certificate Received:	
Major / Subject of Study:	
Education #3	
Full name of post-secondary institution:	
Year Certificate / Diploma Received (yyyy):	
Name of Degree / Diploma / Certificate Received:	
Major / Subject of Study:	

EMPLOYMENT

List your relevant employment experience starting with the most recent. If needed, please attach a word document with additional employment details. Please do not attach your resume.

Experience #1

Position:	Dates Employed	
Organization:	From (MM/YYYY):	To (MM/YYYY):

Key Duties/Responsibilities and Accomplishments:

Experience #2

Position:	Dates Employed	
Organization:	From (MM/YYYY):	To (MM/YYYY):

Key Duties/Responsibilities and Accomplishments:

Experience #3

Position:

Dates Employed	
12/1/2018	12/31/2018
1/1/2019	12/31/2019
1/1/2020	12/31/2020
1/1/2021	12/31/2021
1/1/2022	12/31/2022
1/1/2023	12/31/2023
1/1/2024	12/31/2024
1/1/2025	12/31/2025
1/1/2026	12/31/2026
1/1/2027	12/31/2027
1/1/2028	12/31/2028
1/1/2029	12/31/2029
1/1/2030	12/31/2030
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1/1/2097	12/31/2097
1/1/2098	12/31/2098
1/1/2099	12/31/2099
1/1/2100	12/31/2100

Organization:

From (MM/YYYY):

To (MM/YYYY):

Key Duties/Responsibilities and Accomplishments:

Experience #4

Position:

Dates Employed	
12/1/2018	12/31/2018
12/1/2019	12/31/2019
12/1/2020	12/31/2020
12/1/2021	12/31/2021
12/1/2022	12/31/2022
12/1/2023	12/31/2023
12/1/2024	12/31/2024
12/1/2025	12/31/2025
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12/1/2094	12/31/2094
12/1/2095	12/31/2095
12/1/2096	12/31/2096
12/1/2097	12/31/2097
12/1/2098	12/31/2098
12/1/2099	12/31/2099
12/1/2100	12/31/2100

Organization:

From (MM/YYYY):

To (MM/YYYY):

Key Duties/Responsibilities and Accomplishments:

SKILLS ASSESSMENT

Describe your skill level and experience in each of the following areas. As evidence, please include examples of how you have used the skills areas during your current and/or previous employment.

Skill Area:	Skill Level:	Evidence:
Service coordination		
Risk assessment		
Information gathering		
Conflict resolution		
Detail oriented		
Computer Skills: Windows & Office Suite		

EXPRESSION OF INTEREST

Please explain why you are interested in this position and specifically why you think you will be a good fit in this role:

Thank You

Thank you for completing the Employment Application Form. Please submit your completed Employment Application Form, along with any additional attachments, to selena.boutilier@contacthamilton.ca.

We will only contact individuals selected for an interview. Thank you.