

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	<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:

- professional proficiency: you can communicate accurately with few to no mistakes
- basic proficiency: you understand key words and phrases

Do you speak and/or write any other languages? Yes 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	
Organization:	From (MM/YYYY):	To (MM/YYYY):
Key Duties/Responsibilities and Accomplishments:		

Experience #4

Position:	Dates Employed	
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

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