

## how to apply

1. Complete the application form. Forms are available online on our website as well as at all Vaughan community centres. See application form below.  
*Applications will be kept on file for six months.*
  
2. Attach a copy of the following:
  - ✓ Standard First Aid/CPR certificate;
  - ✓ Vulnerable Sector Screening (copy of results from York Regional Police or Toronto Police, as appropriate – bring original to interview); and
  - ✓ all other required support documents as outlined in the [eligibility/qualifications](#) section.
  
3. Submit your completed application form, resumé and all required support documents using one of the following methods:

**FAX: 905-832-8550**

Recreation and Culture Department, City of Vaughan

**E-MAIL**

[SeasonalRecJobs@vaughan.ca](mailto:SeasonalRecJobs@vaughan.ca)

**MAIL**

City of Vaughan  
 Recreation and Culture Department  
 2141 Major Mackenzie Drive  
 Vaughan, ON L6A 1T1

**DROP OFF**

Drop off at any Community Centre (CC), **Attention: Recreation Services Supervisor:**

<b>AL PALLADINI CC</b> 9201 Islington Ave. Woodbridge	<b>CHANCELLOR CC</b> 350 Ansley Grove Rd. Woodbridge	<b>DUFFERIN CLARK CC</b> 1441 Clark Ave. W. Thornhill	<b>FATHER E. BULFON CC</b> 8141 Martin Grove Rd. Woodbridge
<b>GARNET A. WILLIAMS CC</b> 501 Clark Ave. W. Thornhill	<b>NORTH THORNHILL CC</b> 300 Pleasant Ridge Ave Thornhill	<b>MAPLE CC</b> 10190 Keele St. Maple	<b>Other Drop Off Locations:</b> between 8:30 am – 4:30 pm RECREATION & CULTURE 2141 Major Mackenzie Dr.
<b>ROSEMOUNT CC</b> 1000 New Westminster Dr. Thornhill	<b>VELLORE VILLAGE CC</b> 1 Villa Royale Ave. Woodbridge	<b>WOODBRIIDGE POOL &amp; MEMORIAL ARENA</b> 5020 Highway 7 Woodbridge	HUMAN RESOURCES DEPT. CITY OF VAUGHAN 2141 Major Mackenzie Dr. <i>Attn: Recreation &amp; Culture</i>

# APPLICATION FOR PART-TIME EMPLOYMENT

WE THANK ALL THOSE WHO APPLY. ONLY THOSE SELECTED FOR AN INTERVIEW WILL BE CONTACTED.

**Please print clearly and answer all questions.**

LAST NAME: \_\_\_\_\_ FIRST NAME: \_\_\_\_\_ INITIALS: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ APT.#: \_\_\_\_\_

CITY: \_\_\_\_\_ POSTAL CODE: \_\_\_\_\_

TELEPHONE: ( ) \_\_\_\_\_ OTHER: ( ) \_\_\_\_\_ EMAIL: \_\_\_\_\_

- YES  NO  Are you legally eligible to work in Canada?
- YES  NO  Do you have a valid Social Insurance Number? Refer to [www.vaughan.ca/recjobs](http://www.vaughan.ca/recjobs) for more details.
- YES  NO  Will you be between the ages of 16 and 64 for the duration of the program? (You must be 16 years of age to work for Recreation & Culture)
- YES  NO  Are you presently employed in any other position by the City of Vaughan? If yes, position and location: \_\_\_\_\_

YES  NO  Have you been employed in the past by the City of Vaughan? If yes, position and location: \_\_\_\_\_

YES  NO  Do you have your current Standard First Aid Certificate? If 'yes', EXP. DATE: \_\_\_\_\_ MM/YY ATTACH PHOTOCOPY.

YES  NO  Do you have your current Vulnerable Sector Screening? ATTACH PHOTOCOPY or RECEIPT COPY.

Complete **one application form** for **each position** that you are applying for. **RESUMES ARE STRONGLY RECOMMENDED.**

POSITION APPLYING FOR:	PROGRAM APPLYING TO:	PREFERRED LOCATIONS:																																																
SEASON APPLYING FOR: <input type="checkbox"/> Fall/Winter/Spring <input type="checkbox"/> Summer		<input type="checkbox"/> Summer Camps																																																
DAY & TIME AVAILABLE TO WORK: Please check appropriate box(es).	<table border="1"> <tr> <td></td> <td>MON</td> <td>TUE</td> <td>WED</td> <td>THU</td> <td>FRI</td> <td>SAT</td> <td>SUN</td> </tr> <tr> <td>DAYS</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td>EVENINGS</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> </table>		MON	TUE	WED	THU	FRI	SAT	SUN	DAYS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	EVENINGS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<table border="1"> <tr> <td></td> <td>MON</td> <td>TUE</td> <td>WED</td> <td>THU</td> <td>FRI</td> <td>SAT</td> <td>SUN</td> </tr> <tr> <td>DAYS</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td>EVENINGS</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> </table>		MON	TUE	WED	THU	FRI	SAT	SUN	DAYS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	EVENINGS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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EDUCATION: HIGHEST GRADE COMPLETED: \_\_\_\_\_ SCHOOL: \_\_\_\_\_

**EMPLOYMENT HISTORY:**

List below any volunteer or paid positions you have held related to the position you are applying for. Begin with the most recent.

EMPLOYED BY: \_\_\_\_\_ POSITION: \_\_\_\_\_ EMPLOYED From \_\_\_\_\_ to \_\_\_\_\_  
MM/YY MM/YY

EMPLOYED BY: \_\_\_\_\_ POSITION: \_\_\_\_\_ EMPLOYED From \_\_\_\_\_ to \_\_\_\_\_  
MM/YY MM/YY

**QUALIFICATIONS:** Please list qualifications/certificates related to the position for which you are applying. **NOTE: Attach photocopies.**

QUALIFICATIONS/CERTIFICATE: \_\_\_\_\_ EXPIRY DATE: \_\_\_\_\_  
MM/YY

QUALIFICATIONS/CERTIFICATE: \_\_\_\_\_ EXPIRY DATE: \_\_\_\_\_  
MM/YY

**OTHER RELATED INTERESTS OR SKILLS:** \_\_\_\_\_

I HEREBY CERTIFY THE ABOVE INFORMATION IS COMPLETE AND ACCURATE TO THE BEST OF MY KNOWLEDGE AND I AUTHORIZE YOU TO MAKE SUCH INQUIRIES AS MAY BE DEEMED NECESSARY IN THE PROCESSING OF MY APPLICATION FOR EMPLOYMENT.

IT IS UNDERSTOOD AND AGREED ANY MISREPRESENTATION MADE BY ME IN CONNECTION WITH THIS APPLICATION MAY BE SUFFICIENT CAUSE FOR CANCELLATION OF THE APPLICATION OR, IF I HAVE BEEN EMPLOYED, CAUSE FOR SEPARATION.

PERSONAL INFORMATION CONTAINED ON THIS FORM IS COLLECTED UNDER THE AUTHORITY OF THE MUNICIPAL ACT: R.S.O. 1980, C302, AS AMENDED, AND WILL BE USED TO DETERMINE QUALIFICATIONS FOR EMPLOYMENT WITH THE CORPORATION OF THE CITY OF VAUGHAN. QUESTIONS ABOUT THIS COLLECTION OF PERSONAL INFORMATION SHOULD BE DIRECTED TO THE CITY OF VAUGHAN HUMAN RESOURCES DEPARTMENT.

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

PLEASE DROP OFF COMPLETED APPLICATIONS TO ANY LOCAL COMMUNITY CENTRE OR FAX TO THE CITY OF VAUGHAN AT 905-832-8550.  
GO ONLINE AT: [www.vaughan.ca/seasonalrecjobs](http://www.vaughan.ca/seasonalrecjobs) FOR MORE INFORMATION.