



TORONTO TRANSIT COMMISSION

File Reference No.

Summer Student Application

This application is only for the summer of 2011.

Please read the following carefully before completing this application.

1. To be considered for employment, you must be currently enrolled in either High School, College or University and be returning to school full-time in September 2011.
2. Students are employed to cover for regular employee vacation during the summer months (from May 2 to September 3, 2011). Therefore, you are required to work the entire summer term.
3. A current resumé must be included with this application.

Please Print

Last Name		First Name		Initial	Home Phone No.	
Home Address (no. and street)				Apt. No.	Cell Phone No.	
City		Province		Postal Code		<input type="checkbox"/> Home Phone <input type="checkbox"/> Cell Phone <input type="checkbox"/> E-Mail
E-Mail Address						
Have you ever been employed by the TTC?		Date Employed		Department		Empl. No.
<input type="checkbox"/> Yes <input type="checkbox"/> No						
Are you legally entitled to work in Canada?		Have you ever been convicted of a criminal offence for which a pardon has not been granted?		Will you be attending school on a full-time basis in September?		<input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> Yes <input type="checkbox"/> No
Type of Position Applying For:						
<input type="checkbox"/> Carhouse Helper (vehicle cleaner)		<input type="checkbox"/> Clerical/Office		<input type="checkbox"/> Accounting Clerk ⁴		<input type="checkbox"/> Security ⁶
<input type="checkbox"/> Operating Garageperson ¹		<input type="checkbox"/> Escalator Mechanic's Helper ²		<input type="checkbox"/> Landscaping		
<input type="checkbox"/> Subway Janitor/Surface Janitor		<input type="checkbox"/> Warehouse Person ³		<input type="checkbox"/> Station Collector ⁵		<input type="checkbox"/> Other
Are you available to work:						
Day Shifts		Afternoon Shifts		Night Shifts		
<input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> Yes <input type="checkbox"/> No		
Weekends/Holidays		Outdoors				
<input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> Yes <input type="checkbox"/> No				
Do you have a valid Ontario Driver's Licence?		If Yes, please indicate:		Do you have a Driver's Abstract with no more than three demerit points?		<input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> G <input type="checkbox"/> G1 <input type="checkbox"/> G2		<input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> Yes <input type="checkbox"/> No
<p>If you are applying for a position requiring a valid Ontario Driver's Licence, proof thereof, will be required after a conditional job offer has been made to you. Also, you will be required to present a current Driver's Abstract which you must obtain through the Ministry of Transportation.</p>						
Date available to start: From:					To:	
			mm/dd		mm/dd	

¹ Valid Ontario Class "G" Driver's Licence required

² Mechanical background is an asset

³ Valid Ontario Class "G" Driver's Licence required (forklift/warehouse experience preferred)

⁴ Accounting/Finance background preferred

⁵ Own transportation is preferred

⁶ Valid Security Licence required

Education History

Institution	Course Major	Expected Graduation Date

Skills Inventory

Please check off your skills in the applicable areas:

<input type="checkbox"/> Clerical/Office	<input type="checkbox"/> MS Word	<input type="checkbox"/> MS Excel	<input type="checkbox"/> MS Access	<input type="checkbox"/> MS PowerPoint
<input type="checkbox"/> Computer Programming	<input type="checkbox"/> Call Centre	<input type="checkbox"/> Customer Service	<input type="checkbox"/> Janitorial	<input type="checkbox"/> Handling of Money
<input type="checkbox"/> Accounting/Finance	<input type="checkbox"/> Driving	<input type="checkbox"/> Fire Prevention	<input type="checkbox"/> Landscaping	<input type="checkbox"/> Current Security Licence Expiry Date: _____
<input type="checkbox"/> Technical Trades	<input type="checkbox"/> Forklift	<input type="checkbox"/> Warehouse		

Employment History : Also include any volunteer or co-op experience

1	Name of Employer	Telephone No.	Start Date	End Date
Address			Starting Salary	Finishing Salary
Duties and Responsibilities			Name/Title of Supervisor	
Your Position		Reason for Leaving		OK to Check Reference? <input type="checkbox"/> Yes <input type="checkbox"/> No
2	Name of Employer	Telephone No.	Start Date	End Date
Address			Starting Salary	Finishing Salary
Duties and Responsibilities			Name/Title of Supervisor	
Your Position		Reason for Leaving		OK to Check Reference? <input type="checkbox"/> Yes <input type="checkbox"/> No
3	Name of Employer	Telephone No.	Start Date	End Date
Address			Starting Salary	Finishing Salary
Duties and Responsibilities			Name/Title of Supervisor	
Your Position		Reason for Leaving		OK to Check Reference? <input type="checkbox"/> Yes <input type="checkbox"/> No

Please note that the Toronto Transit Commission will do education, work, security and reference checks which will be used for employment assessment purposes only. Please note further, that any offer of employment is conditional upon satisfactory reference checks, a criminal record search, and completion of a pre-placement health assessment relative to the position.

The information I have provided is correct to the best of my knowledge and I understand that any misrepresentation may disqualify me from employment or may cause my dismissal.

Signature

Date

Personal information is collected under the authority of the *City of Toronto Act, 2006, S.O. 2006, c.11, Schedule A*, including but not limited to Part XVII, and the *Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, c. M.56*. This information is used to determine eligibility for employment. Questions about this collection should be directed to the address provided below.

Please mail completed application form, along with a resumé to:

Employment Services
Attn: Summer Student Program
Human Resources Department
Toronto Transit Commission
1138 Bathurst Street
Toronto, ON M5R 3H2

or fax to:

416-397-8307

For further information regarding summer student employment, visit our website at www.ttc.ca