



Rainy River District  
Social Services  
Administration Board

## **SUMMER STUDENT POSITIONS (3) Maintenance/Custodian Assistant**

The Rainy River District Social Services Administration Board (RRDSSAB) is accepting applications from qualifying post-secondary students to work as Maintenance/Custodian Assistants for the 2017 summer season for the following locations:

- **Atikokan** (40 hours per week)
- **Fort Frances** (40 hours per week)
- **Rainy River** (40 hours per week)

The Maintenance/ Custodian Assistant is responsible for performing custodial duties, painting, minor maintenance and repair, move-out work, general security, and fire alarm monitoring.

Additional duties include grounds-keeping such as cutting grass, trimming hedges, raking, edging, planting, weeding, cultivating and watering flowers. Work is primarily performed outdoors and includes the use and operation of small equipment. The incumbent must work in a safe manner and adhere to all occupational health and safety requirements.

The hours of operation are Monday to Friday day shift with an anticipated duration of approximately sixteen (16) weeks. To learn more about job qualifications and our Summer Student Recruitment Instructions, please visit our website at [www.rrdssab.on.ca](http://www.rrdssab.on.ca) and view Job Postings. Application packages are also available for pick up at 450 Scott Street, Fort Frances, ON.

### **Deadline for Application Packages: Wednesday, April 26, 2017 at 4:00 p.m. (CST)**

You may submit your completed Application Package for summer student employment by email, mail, fax, or in person to the RRDSSAB main office. Please address your correspondence to:

Joanne Spence, Human Resources Officer  
Rainy River District Social Services Administration Board  
450 Scott Street Fort Frances, ON P9A 1H2  
Competition# HR-05-2017-MCA  
PRIVATE AND CONFIDENTIAL

Email: [joannes@rrdssab.on.ca](mailto:joannes@rrdssab.on.ca)  
Fax: (807) 274-0678

The RRDSSAB wishes to thank all applicants, however, only those selected for an interview will be contacted. The RRDSSAB is an equal opportunity employer. Accessibility accommodations are available for all parts of the recruitment process. Applicants need to make their needs known in advance. This document is available in an alternative format, upon request.

## Requirement:

In order to be hired or recalled to a Summer Student position, students must have completed a full year of studies (September to April) at an accredited post-secondary institution (college, university or other accredited institution). High School students may be considered for summer student positions, however, preference will be given to post-secondary students. Additionally, the student must be returning to studies immediately following their summer employment.

**This is a minimum requirement for all post-secondary summer student positions with the Rainy River District Social Services Administration Board. Official documentation from the successful applicant's educational institution will be required to support eligibility.**

*A student enrolled in a distance education program will not qualify for summer student employment.*

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## Instructions:

Each Application Package must be accompanied by a fully completed *Summer Student Application Form (2017)*, including all requested documents in order to be considered. Stand-alone Resumes will not be accepted. Application forms and position descriptions are available on the Rainy River District Social Services Administration Board website and at the Reception desk of the main office, 450 Scott Street, Fort Frances. The *Summer Student Application Form (2017)* contains important instructions, follow them closely.

Submit your complete Application Package for summer student employment to the attention of "Human Resources Officer" faxed to (807) 274-0678; emailed to [joannes@rrdssab.on.ca](mailto:joannes@rrdssab.on.ca); or mailed/dropped off to the following:

Joanne Spence, Human Resources Officer  
Rainy River District Social Services Administration Board  
450 Scott Street  
Fort Frances, ON P9A 1H2  
Competition# HR-05-2017-MCA  
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Please do not submit duplicate application packages (eg. mail, fax & email). Regardless of how you choose to apply, please apply only once, indicating all positions you are interested in and your order of preference.

Your Application Package must be arranged in the order of: Cover Letter, Application Form, Resume, and three (3) work-related References, followed by your Proof of Eligibility. The latter can be any document which proves you were registered for post-secondary studies from September 2016 – April 2017. A Cover Letter is required and must include a subject line which states "Summer Student Employment 2017". The Application deadline is April 26, 2017 (Central Standard Time). Incomplete or late applications may not be accepted. Your application may be evaluated based on how well you follow these instructions. This form can be used to apply for all available summer student positions, you are not expected to submit an application for each position. Do not submit duplicate applications (eg. mail, fax & email). Please be advised that we are not authorized to discuss any details of an application with persons other than the applicant (eg. parents, relatives).

First Name:	Last Name:	Educational Institute/Field of Study:
Mailing Address:	Town/City:	Postal Code:
Email Address:	Cell Phone:	Alternative Phone Number:
Earliest Available Start Date:	List dates you may be unavailable to work: May: _____ June: _____ July: _____ Aug: _____ Sept: _____	Last Date Available For Work:
Positions for which you are applying: <input type="checkbox"/> Maintenance/Custodian – Fort Frances <input type="checkbox"/> Maintenance/Custodian – Rainy River <input type="checkbox"/> Maintenance/Custodian – Atikokan	Driver's License Information: Class of license: _____ Province of Issue: _____ Restrictions: _____	
I am legally entitled to work in Canada: <input type="checkbox"/> Yes <input type="checkbox"/> No	I have been previously employed by the RRDSSAB: <input type="checkbox"/> Yes <input type="checkbox"/> No	
I am aware of the job requirements of each position for which I have applied: <input type="checkbox"/> Yes <input type="checkbox"/> No	I am physically capable of performing the core duties of each position for which I have applied: <input type="checkbox"/> Yes <input type="checkbox"/> No	
I completed two (2) consecutive semesters of post-secondary studies beginning in September of 2016: <input type="checkbox"/> Yes <input type="checkbox"/> No	I intend to register for two (2) consecutive semesters of post-secondary studies beginning in September of 2017: <input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>I hereby declare that the above information is true and correct. I understand that wilful dishonesty may result in the refusal of this application, the termination of my employment, and/or the refusal of future employment reference requests.</b>		
Signature:	Date:	
<b>Return this completed application to:</b> Joanne Spence, Human Resources Officer, PRIVATE AND CONFIDENTIAL Rainy River DSSAB, 450 Scott Street, Fort Frances, ON P9A 1H2 <a href="mailto:joannes@rrdssab.on.ca">joannes@rrdssab.on.ca</a> or fax to: (807) 274-0678		