



# Employment Application

# Queen's University Residence Facilities

Your resume and the completed application can be emailed to [resfcc@queensu.ca](mailto:resfcc@queensu.ca) or submitted to the Facilities Control Centre at Victoria Hall D007. **Access our application online at <https://www.queensu.ca/residences/life-residence/opportunities-residence>**

## Position Selection

Please check the applicable boxes of the position(s) you are applying for.  
*Job descriptions on pages 2-3.*

1. Casual Caretaker- Spring/Summer 2024 (Hourly Rate of Pay : \$17.212 (16.55 + 4% vacation))	YES <input type="checkbox"/>	NO <input type="checkbox"/>
2. Casual Painter- Spring/Summer 2024 (EXPERIENCE REQUIRED) (Hourly Rate of Pay : \$17.212 (16.55 + 4% vacation))	YES <input type="checkbox"/>	NO <input type="checkbox"/>
3. Casual Mover - Spring/Summer 2024 (Hourly Rate of Pay : \$17.212 (16.55 + 4% vacation))	YES <input type="checkbox"/>	NO <input type="checkbox"/>
4. Casual Gardener - Spring/Summer 2024 (EXPERIENCE REQUIRED) (Hourly Rate of Pay : \$17.212 (16.55 + 4% vacation))	YES <input type="checkbox"/>	NO <input type="checkbox"/>
5. Casual Building Mechanic Helper- Spring/Summer 2024 (EXPERIENCE REQUIRED) (Hourly Rate of Pay : \$17.212 (16.55 + 4% vacation))	YES <input type="checkbox"/>	NO <input type="checkbox"/>

## Applicant Information

Full Name: \_\_\_\_\_  
*Last First M.I.*

Address: \_\_\_\_\_  
*Street Address Apartment/Unit #*

\_\_\_\_\_  
*City Province Postal Code*

Phone: \_\_\_\_\_ Email \_\_\_\_\_

What is your earliest available start date?	
Are you legally entitled to work in Canada?	YES NO <input type="checkbox"/> <input type="checkbox"/>
Do you have any other employment obligations?	YES NO <input type="checkbox"/> <input type="checkbox"/>
Are you currently working for Queen's?	YES NO <input type="checkbox"/> <input type="checkbox"/>  If yes, which department? _____
Have you worked for Residence Facilities before?	YES NO <input type="checkbox"/> <input type="checkbox"/>

Have you ever been convicted of a federal criminal offence for which a pardon has not been granted?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Are you currently enrolled in school or classes?	<input type="checkbox"/> I am not enrolled in school or classes <input type="checkbox"/> I am a university/college student <input type="checkbox"/> I am a high school student	
Date returning to school (if applicable):		
Do you have any painting or maintenance work experience? If yes, please provide the name of the company and details.		

**Emergency Contact Information**

Contact Name: \_\_\_\_\_

Contact Phone Number: \_\_\_\_\_

**Acknowledgment of Terms and Conditions**

*Please note: A current Canadian Police Information Centre Certificate (CPIC) and Vulnerable Sector will be required as a condition of employment (if over 18 years of age). Returning staff that have previously submitted this will be required to sign a waiver if successful.*

*I hereby declare that the information on this application form is true and complete. I understand that the information may be verified, and a false statement may disqualify me from employment or cause my dismissal. Only successful candidates will be contacted.*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Job Descriptions**

**1. Casual Caretaker- Spring/Summer 2024**

Under the supervision of the Assistant Manager, our housekeeping team provides a variety of services: cleaning student residences, conferencing tasks including bed making, cleaning after guests' stays in a hotel-like environment and event set-ups. WHMIS and on the job training will be provided.

**2. Casual Painter- Spring/Summer 2024**

Under the supervision of the Assistant Manager, our casual painters are responsible for painting surfaces in addition to covering furnishings, patching, taping, sanding, priming, cleaning and maintaining supplies. Paint experience and work boots are required for this position. WHMIS and on the job training will be provided.

**3. Casual Mover- Spring/Summer 2024**

Under the supervision of the Assistant Manager, our casual movers are responsible for moving and disposing of furniture in Residence spaces. This position requires some heavy lifting. Casual Movers are also responsible for cleaning and organizing storage rooms and counting inventory. Work boots are required for this position. WHMIS and on the job training will be provided.

**4. Casual Gardener- Spring/Summer 2024**

Under the supervision of the Facilities Manager, the summer Gardener role supports the exterior appearance of the Residence buildings. Functions include litter/garbage removal, sweeping pathways, garden/grounds maintenance (weeding, pruning, trimming, mulching, watering). Work boots, experience using manual gardening/yard tools & battery powered string trimmer, and basic gardening & plant knowledge are required for this position. On the job training will be provided.

**5. Casual Building Mechanic Helper- Spring/Summer 2024**

Under the supervision of the Facilities Manager, the Building Mechanic helper supports the Key Clerk and Building Mechanic positions. Functions include identifying and retrieving spare parts and tools as requested, lifting/supporting up to 20kg, using a step ladder, experience using simple hand tools, basic computer skills, counting and sorting keys, and assisting with minor mechanical repairs. Basic on-the-tools or handyperson experience and work boots are required. WHMIS, Ladder Training, and on the job training will be provided.