



Employment Application

Queen's University Residence Facilities

Your resume and the completed application can be emailed to 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 page 3.

1. Casual Cleaner – April to September 2026 (Hourly Rate of Pay: \$17.60 + 4% vacation)	YES <input type="checkbox"/>	NO <input type="checkbox"/>
2. Casual Painter – April to September 2026 (EXPERIENCE REQUIRED) (Hourly Rate of Pay: \$17.60 + 4% vacation)	YES <input type="checkbox"/>	NO <input type="checkbox"/>
3. Casual Mover – April to September 2026 (Hourly Rate of Pay: \$17.60 + 4% vacation)	YES <input type="checkbox"/>	NO <input type="checkbox"/>
4. Casual Gardener – April to September 2026 (EXPERIENCE REQUIRED) (Hourly Rate of Pay: \$17.60 + 4% vacation)	YES <input type="checkbox"/>	NO <input type="checkbox"/>
5. Casual Building Mechanic Helper – April to September 2026 (EXPERIENCE REQUIRED) (Hourly Rate of Pay: \$17.60 + 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 <input type="checkbox"/>	NO <input type="checkbox"/>
Do you have any other employment obligations?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Are you currently working for Queen's University?	If yes, which department? <hr/>	
Have you worked for Residence Facilities before?	YES <input type="checkbox"/>	NO <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 Cleaner – April to September 2026

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 – April to September 2026

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. Painting experience and work boots are required for this position. WHMIS and on-the-job training will be provided.

3. Casual Mover – April to September 2026

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 – April to September 2026

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 and battery powered string trimmer, and basic gardening and plant knowledge are required for this position. WHMIS and on-the-job training will be provided.

5. Casual Building Mechanic Helper – April to September 2026

Under the supervision of the Facilities Manager, the Building Mechanic helper supports the Key Shop 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 tools or handyperson experience and work boots are required. WHMIS, Ladder Training, and on-the-job training will be provided.