

## How to apply - Our recruitment process



### **Responding to the job advertisement:**

**Attachment:** We require an attachment to help us more effectively determine if your skills and experience match the job requirements of a posted position. If there is no attachment included with application materials, we will not consider your application for the job. Please read further for suggestions on how to write an effective attachment.

**Reference number:** Include the position reference number on your application, because we often have many competitions at one time.

**Delivery:** Send your resume via fax, regular mail, or hand delivery. Currently we do not accept applications by email.

**Apply on time:** Application received after 4 pm on the due date will not be accepted.

### **Testing:**

Candidates whose applications indicate that they meet the general requirements of the position may be invited to the next stage of the selection process. The 2<sup>nd</sup> stage may be a test relating the to job requirements.

- The test may require you to demonstrate some of the key skills required for the job.
- A written test consisting of situational questions may be suitable for some positions. The test may be given in written form or on a computer.
- You may also be asked to give a more detailed description of your skills and experience on a written test.

### **Interview:**

Candidates who pass the testing stage at the required level will be invited to the third stage of the process, which is a panel interview.

- The interviewers will ask you situational and/or behavioral questions, as well as more questions about your background and suitability for the position.
- These interviews are approximately 45 – 60 minutes in length.

### **References:**

- The final step in the process is the reference check.
- You will be required to provide three professional references. We generally require two from people who have supervised you, as well as a third from a co-worker, supervisor, or someone you supervised in a previous job.

**Language testing:**

- For designated bilingual jobs, language testing is required.
- Language testing is job specific and is conducted by an outside organization.

**Writing an effective attachment**

An effective attachment gives the right amount of detail for each of the qualifications listed in the job ad. The next few pages show you how someone might provide an attachment for the job of Bus Driver. (Please note that this position does not exist at CCHS).

**SAMPLE JOB AD**

CCHS is looking for a qualified Bus Driver to transport clients to and from appointments at the centre.

**QUALIFICATIONS:**

- Education / Certifications: Valid Class C Ontario driver's license
- Acceptable driving record for past 7 years
- No record of DUI convictions in past 7 years.
- Three to five years' full-time experience driving a 24-passenger bus.
- Ability to follow written and verbal instructions in English.
- Demonstrated ability to maintain safety precautions when passengers are boarding and departing the bus.
- Knowledge of health and safety legislation as it relates to passenger safety on buses and other vehicles
- Experience with 2-way radio and other standard communication equipment used on buses
- Documented ability to maintain the cleanliness of the bus between runs.
- Two years experience assisting disabled clients using a variety of adaptive equipment.
- Experience reporting accidents, vehicle damage, and passenger injuries, as well as other required reports and documentation.
- Experience working with a multicultural population, special needs groups, and persons with a low income).
- Ability to work one evening a week and occasional weekends.
- English is required, fluency in French and/or a language pertinent to our client population an asset.

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One example of an effective attachment would be the following. This example is done in point form. Other applicants provide the same information in sentences and paragraphs. Either format is acceptable. Please note that this attachment is required in addition to a standard resume and cover letter.

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## **Your Name, Position name and number**

Please see below how my skills, experience, and qualifications match the requirements of the job of Bus Driver.

### **Education / Certifications**

- Obtained valid Class C Ontario driver's license in 1999. Have maintained license since that time.
- Took Courtesy Training certificate program at Contestoga Collage, obtained certificate in September, 2000.
- Have taken computer courses in Microsoft office programs. Used Outlook Calendar in previous jobs to schedule pick-up runs and drop offs.

### **Acceptable driving record for past 7 years with no demerit points; No record of DUI convictions in past 7 years.**

- Can provide copy of extended driving record from 2000, 2003 and 2006 showing no demerit points awarded.
- Extended driving record as above will show no convictions over past 7 years.

### **Three to five years' full-time experience driving a 24-passenger bus.**

- From May, 1999 – August, 2003, worked full time for Sunset Haven Seniors Residence. Drove 24-passenger bus to take residents on shopping excursions, to medical appointments, and on trips to visit museums, festivals, etc.
- From January, 2004 – December, 2005, worked half-time for nursery school driving 24-passenger bus. Drove students to and from the school on the morning run 5 days per week.
- Currently providing relief (casual) driving services to Jackson Bus Company. Drive approximately 2 days per week in the winter, 1 day every 2 weeks in the summer.

### **Ability to follow written and verbal instructions in English.**

- At Sunset Haven, all instructions given to drivers were written in a manual and updated in a daily log book consulted each morning.
- Required to file daily written reports on maintenance, passenger numbers, and other issues for log book.

### **Demonstrated ability to maintain safety precautions when passengers are boarding and departing the bus.**

- Received training every six months in proper patient transfer at Sunset Haven. Included instructions on how to assist boarding and departing the bus.
- Trained new and relief drivers in how to properly assist clients on and off the bus.
- Provided daily reports on any accidents that occurred on the bus, and discussed with supervisor when required to improve passenger safety.

**Knowledge of health and safety legislation as it relates to passenger safety on buses and other vehicles**

- Took Preventive Maintenance and Defensive Driving courses at Ontario Bus Driving School.
- Took 3-day training on the Highway Safety Act and Regulation 612 (School Buses) through the Ontario Bus Driving School.

**Experience with 2-way radio and other standard communication equipment used on buses**

- Used radio communication devices to communicate with dispatch in all driver jobs.
- Used both cellular telephones and walkie-talkies for communication.

**Documented ability to maintain the cleanliness of the bus between runs.**

- Daily records and monthly unannounced inspections at Sunset Haven documented cleanliness of bus.

**Two years experience assisting disabled clients using a variety of adaptive equipment.**

- Received training every six months in proper patient transfer at Sunset Haven. Included instructions on wheel chair lift, bus lowering, and front-door ramp usage.
- Trained new and relief drivers in how to properly assist clients on and off the bus using these devices.

**Experience reporting accidents, vehicle damage, and passenger injuries, as well as other required reports and documentation.**

- At all jobs, required to file daily written reports on maintenance, passenger numbers, and other issues in log book. Provided more detailed reports when required.

**Experience working with a multicultural population, special needs groups, and persons with a low income.**

- Worked with disabled and low income seniors at Sunset Haven.
- Children at nursery school from a variety of cultures from Asia and Africa. Communicated with parents regularly on changes to bus schedule as required.

**Ability to work one evening a week and occasional weekends.**

- Am able to work one or two evenings per week as required.
- Available on weekends.

**English is required, fluency in French and/or a language pertinent to our client population an asset.**

- Able to speak and write in English.
- Took French for 6 years from grade 8 – 12.