



## Employment Application

# Queen's University Residence Facilities (Caretaking and Painting)

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://residences.housing.queensu.ca/residence-services/working-for-residences/>

### Position Selection

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

1. Casual Caretakers- Spring/Summer 2020	YES <input type="checkbox"/>	NO <input type="checkbox"/>
2. Casual Painters- Spring/Summer 2020	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 \_\_\_\_\_

Date available to start:	
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 NO <input type="checkbox"/> <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 Caretakers- Spring/Summer 2020**

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 and event set-ups. WHMIS and on the job training will be provided.

**2. Casual Painters- Spring/Summer 2020**

Under the supervision of the Facilities Team, our casual painters are responsible for painting surfaces in addition to covering furnishings, patching, taping, sanding, priming, cleaning and maintaining supplies.