

Government Services Building  
22 Winookeeda Street  
Curve Lake, Ontario K0L1R0



Phone: 705.657.8045  
Fax: 705.657.8708  
www.curvelakefirstnation.ca

## **2015 SUMMER STUDENT POSITIONS- Re-Posting**

### **APPLICATION DEADLINE IS:**

**4:30 PM on Monday, June 8, 2015**

As outlined in the Curve Lake First Nation Employment Policy, applications in accordance with the Human Rights Act – Section 24, subsection 1 (a) are now being accepted from students who are **Status Members of Curve Lake First Nation for the following:**

### **Positions Available**

- **1- Receptionist- Government Services Building**
- **1- Receptionist- Health Centre**
- **1- Pow Wow Support Worker**
- **1- Day Care Island Worker**

### **Eligibility Criteria**

- All applicants must be a Status Member of Curve Lake First Nation between the ages of 15 and 30 at the start of the Summer Student Program.
- All applicants must have been a **registered full-time student at the end of 2014/2015** academic year and **returning to school in the 2015/2016** academic year.
- A Basic Information Form is attached and the completed form **MUST BE** submitted with your application package.
- Students working with the Day Care must have **medical certification of up-to-date immunization**. This form is available at the Government Services Building, Day Care Centre, and the Employment Resource Centre. Form must be completed by start of employment- June 29, 2015.
- If applying for the Day Care Island Worker position, please **provide proof of Boater's License**. Must be attached with the application or will be screened out.

### **Application Procedure**

CLFN Student Application Forms, Student Basic Information Forms, and Day Care Medical Form and Individual Summer Student Position Descriptions are available at the Reception Desk at the Government Services Building and the Employment Resource Centre.

Email: [BridgetT@curvelake.ca](mailto:BridgetT@curvelake.ca) OR [CherylC@curvelake.ca](mailto:CherylC@curvelake.ca)

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**A complete Application Package consists of:**

**(Please use this as a checklist before handing in your application package)**

- Cover Letter indicating which position you are applying for
- Completed CLFN Student Application Form
- Completed Student Employment Basic Information Form
- **CPIC ◀REMEMBER! Must be attached to application or proof of receipt that application has been made. Successful candidates will be reimbursed.**
- Current Resume
- One (1) Reference that includes Name, Address and Phone Number

**Applications are to be addressed to:**

**Summer Student Selection Committee  
Curve Lake First Nation Government Services Building  
Curve Lake, ON K0L 1R0**

**or can be faxed in: 705-657-8708**

Please ensure that your Application Package is received at the Reception Desk at the Government Services Building **before 4:30 PM, Monday, June 8, 2015.**

**LATE APPLICATIONS WILL NOT BE CONSIDERED.**

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## SUMMER STUDENT EMPLOYMENT BASIC INFORMATION FORM 2015

*\*\*\*Please print all information legibly\*\*\* Thank you*

Applicant's Name: \_\_\_\_\_

\*Home Phone Number: \_\_\_\_\_ Alternate Phone: \_\_\_\_\_

\*Applicant's email address: \_\_\_\_\_

\*Date of Birth: \_\_\_\_\_ Required age is 15 to 30 yrs at start of term

\*Curve Lake First Nation Membership Number: \_\_\_\_\_

Do you have a Social Insurance Number (SIN)?  Yes  No  Have Applied

You can provide SIN now or when offered a job \_\_\_\_\_ (this is optional).

Name of Reference \_\_\_\_\_ Title \_\_\_\_\_

Phone Number (Day or Office) \_\_\_\_\_ (Evening or Home) \_\_\_\_\_

Name of the School attended in 2014/15 School Year: \_\_\_\_\_

Name of the School registered to attend in 2015/16 School Year: \_\_\_\_\_

To help with the Selection Process, the Education Staff of CLFN will be checking your **School Attendance Records** and will provide a score based on attendance to the Hiring Selection Committees. Please check the appropriate box if you are granting permission for the CLFN Education Staff to check your attendance records? Yes  No

\_\_\_\_\_  
Print Name of Applicant

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

Parent/ Guardian signature required if applicant is **under** 18 years old.

\_\_\_\_\_  
Print Name of Parent/Guardian

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

**Thank you for completing this form. This form is confidential once completed.**

## **CLFN Summer Student Opportunity - 2015**

### **Government Services Building Office Clerk – (1) Position**

#### **Eligibility:**

- Applicant must be a student currently enrolled in secondary or post-secondary institution and must be returning to school in the fall
- Student must be a status member of the Curve Lake First Nation
- Student must be between the ages of 15 and 30
- **Must provide a completed criminal reference check (CPIC) \*Submit with application\*and must be eligible for work in Canada**

#### **Education:**

- Secondary or Post-Secondary Education

#### **Duties:**

- Assisting the Receptionist at the Government Services Building with clerical assistance including greeting visitors, incoming telephone calls, emails, faxes, filing, typing and etc.
- Responsible for maintaining an awareness of the events, programs and services offered by the Curve Lake First Nation
- Assisting the Administrative Staff at the Government Services Building with their programs and services that are available to the CLFN membership
- To assist with administrative and clerical duties such as reporting staff attendance, assisting with the bi-weekly newsletter, scheduling of room bookings, and etc.
- Assisting other Administration staff with filing, typing, sorting, and etc.
- Other related duties as assigned

#### **Reports to:**

Receptionist and other Administration Staff

#### **Term of Position:**

**June 29<sup>th</sup> – August 20<sup>th</sup>, 2015 (Monday to Thursday)  
(1st week – Training Workshops are Mandatory)**

#### **Rate of Pay:**

**\$11.00/hour x 32 hours weekly**

# CLFN Summer Student Opportunity – 2015

## Health Centre Receptionist – (1) Position

### **Eligibility:**

- Applicant must be a student currently enrolled in secondary or post-secondary institution and must be returning to school in the fall
- Student must be a status member of Curve Lake First Nation
- Student must live in Curve Lake First Nation
- Student must be between the ages of 15 and 30
- **Must provide a completed criminal reference check (CPIC) \*Submit with application\* and must be eligible for work in Canada**

### **Education:**

- Secondary or Post-Secondary Education

### **Duties:**

- Assisting the Receptionist at the Health Centre with clerical assistance including greeting visitors, incoming telephone calls, emails, faxes, filing, typing etc.
- Responsible for maintaining an awareness of the events, programs and services offered by the Curve Lake First Nation
- Assisting the Administrative Staff at the Health Centre with their programs and services that are available to the CLFN membership
- Ensuring that confidentiality is kept within all program areas
- To assist with Manager and other Health Centre staff with clerical duties (filing, typing, sorting, etc.)
- Other related duties as assigned

### **Reports to:**

Manager and other Health Centre Staff

### **Term of Position:**

**June 29<sup>th</sup> – August 20<sup>th</sup>, 2015 (Monday to Thursday)  
(1st week – Training Workshops are Mandatory)**

### **Rate of Pay:**

**\$11.00/hour x 32 hours weekly**

## CLFN Summer Student Opportunity – 2015

### Pow Wow Support Worker – (1) Position

#### Eligibility:

- Applicant must be a student currently enrolled in secondary or post-secondary institution and must be returning to school in the fall
- Student must be a status member of the Curve Lake First Nation
- Student must be between the ages of 17 and 30
- Have a strong interest in Native culture and events
- Responsible individual with self-initiative
- G license and access to a vehicle
- **Must provide a completed criminal reference check (CPIC) \*Submit with application\* and must be eligible for work in Canada**

#### Education:

- Senior Secondary or Post-Secondary Education

#### Duties:

- Assists the Curve Lake First Nation Pow Wow Committee with the coordination of the Pow Wow
- Computer skills in Microsoft Office (Excel, Word) for data entry, email and etc.
- Create promotional items such as posters to promote Pow Wow
- Assist with Pow Wow donation request and pick up
- Organization of fundraising activities for the Pow Wow
- Assist with the canvassing of supplies, giveaways, and etc. for the Pow Wow
- Assist with filing, typing and other clerical duties
- Attendance at Pow Wow meetings is required
- Other related duties as assigned

#### Reports to:

Cultural Archivist and Pow Wow Committee

#### Term of Position:

**June 29<sup>th</sup> – August 20<sup>th</sup>, 2015 (Monday to Thursday)  
(1st week – Training Workshops are Mandatory)**

#### Rate of Pay:

**\$11.00/hour x 32 hours weekly**

## CLFN Summer Student Opportunity – 2015

### Day Care Island Worker/Cook – (1) Position

#### Eligibility:

- Applicant must be a student currently enrolled in secondary or post-secondary institution and must be returning to school in the fall
- Student must be a status member of the Curve Lake First Nation
- Student must be between the ages of 15 and 30
- **Must have a license to operate a motorboat** (must provide proof with application otherwise the applicant will be screened out)
- **Must have medical certification of up-to-date immunization** – form is at Day Care Centre, Employment Centre & Government Services Building (**must provide with application**)
- Student must be mature, energetic, and reliable and show initiative
- **Must provide a completed criminal reference check (CPIC)** \*Submit with application\* **and must be eligible for work in Canada**

#### Education:

- Secondary or Post-Secondary Education

#### Duties:

- Must be willing to learn and speak Ojibwa language
- Responsible for supervising children on a one-on-one and in a group basis
- To assist with the gathering of supplies for the island by outboard motor boat
- May be responsible for driving the motorboat with supplies to/from the island
- Responsible for cooking and/or assisting with all meal and snack preparation
- Responsible for assisting and participating in the activities provided for the children on the island
- There will be heavy lifting and physical labour required such as cutting wood, carrying heavy supplies, loading and unloading boat, etc
- Assist with the maintenance of the buildings and docks associated with the day care on the island
- Will assist in other duties as required
- Certified safety boots and safety equipment are required

Reports to: Day Care Staff

Term of Position: June 29<sup>th</sup> – August 20<sup>th</sup>, 2015 (Monday to Thursday)  
(1st week – Training Workshops are Mandatory)

Rate of Pay: \$11.00/hour x 32 hours weekly