Prince Edward Island CANADA

Employment Development Agency & PEI Government Seasonal Jobs Registry
Student Employment Application
Complete online or download as a PDF file at *www.gov.pe.ca/jobs*

Personal information on this form is collected under section 31(c) of the Freedom of Information and Protection of Privacy Act R.S.P.E.I. 1988, c. F-15.01 as it relates directly to and is necessary for the administration of the PEI Employment Development Agency's programs and will be used for determining program eligibility and maintaining program data for statistical purposes. If you have any questions about this collection of personal information, you may contact the Director of the PEI Employment Development Agency, 548 Main Street, PO Box 1180, Montague,PE, C0A 1R0, Telephone (902) 838-0910.

Preferred type of work or career goal(s): *(Check (√) all that apply.)*

☐ Sports/Recreation   ☐ Tourism   ☐ Environment   ☐ Agriculture/Fisheries   ☐ Other: _____

Are you a resident of PEI?   ☐ Yes   ☐ No   *(applicants 16-29 years old who are attending school off island, please choose "Yes")*

Personal Information:

Last Name   First Name   Initial

_____

Civic Address   Rural Route/PO Box   Postal Code

_____

Community Name   Province   Telephone   Telephone (other)
                                                         (   )   -   (   )   -

_____

Email Address   *The PEI Human Rights Commission has approved these questions for statistical use and to determine eligibility for targeted employment programs.*

Gender: ☐ Male ☐ Female   **Date of Birth**: Month   Day   Year

Your voluntary response to the following questions will assist us in determining our diversity and equity goals. **Are you:**   ☐ An Aboriginal person?

☐ A person with a disability? Please specify: ☐ A member of a Visible Minority? Please specify:

Emergency Contact: Address   Telephone
                                                                               (   )   -

Education:

Are you currently enrolled in full time studies?   ☐ Yes   ☐ No

Will you be returning to school full time in the current year?   ☐ Yes   ☐ No   ☐ Undecided - State reason?_____

Highest education currently enrolled and completed by Summer?   ☐ School ☐ College ☐ University - ☐ BA ☐ MA ☐ PHD ☐ Diploma

☐ School/G.E.D.- Grade: _____   ☐ College – Years completed: _____   College Program: _____

☐ University – Years completed: _____   Faculty: _____   Major(s): _____

Skills/Work Experience/Volunteer Work:

Beginning with your most recent employment, list employer, type of work, dates worked, additional skills or volunteer experience. (You may attach your resume)

_____

_____

_____

Languages Spoken: ☐ English   ☐ French   ☐ Other - Specify: _____

Clerical and Computer Skills: (*Check (√) all that apply.*)

☐ Computer Programmer   ☐ Data Entry   ☐ Internet/Email   ☐ Web Design   ☐ Bookkeeping
☐ Computer Technician   ☐ Word Processing   ☐ Spreadsheet   ☐ Admin Support   ☐ Clerk/Cashier

Licensing, Trades and Course Certificates: (*Check (√) all that apply.*)

Valid Driver's License?   ☐ Yes ☐ No   Class? _____   Access to Transportation? - ☐ Yes ☐ No

Heavy Equipment Operator? ☐ Yes ☐ No   Class? _____   ☐ First Aid   ☐ WHMIS   ☐ Pesticides   ☐ Chainsaw

Trade Certificate(s)?_____   _____   ☐ Lifeguard   ☐ CPR   ☐ Security   ☐ Flagging

Other Related Skills: (*Check (√) all that apply.*)

☐ Health/Seniors Support Worker   ☐ Forestry Worker   ☐ Trail Maintenance   ☐ Highway Maintenance   ☐ Super Host Program
☐ Responsible Beverage Server   ☐ Environmental Support   ☐ Golf Course Worker   ☐ Janitorial Worker   ☐ Tourism Support

Comments:

_____

_____

Declaration:

I certify that the foregoing statements made by me are true in substance. I authorize the PEI Employment Development Agency and the PEI Department of Fisheries, Aquaculture and Rural Development to verify the above information, to obtain or release information pertaining to my suitability for employment and/or to obtain or release confidential information on employment insurance eligibility to be used only for the purpose of providing employment opportunities.

_____   _____
Date   Signature

Employment Development Agency & PEI Government Seasonal Jobs Registry

Student Employment Application

Background

The Registry is the Provincial Government's employment registration service for students who are seeking work with PEI Government departments, non-profit organizations, and Island businesses. A student is defined as an individual who is currently in full-time attendance at a recognized educational institution and intends to return full-time to a recognized educational institution in the fall.

Who Should Register?

Students who are seeking seasonal employment with: PEI Government departments; Provincial student employment program s that provide financial incentives to non-profit community organizations and Island businesses.

What Information Will I Need to Provide?

Basic information such as; name, address, telephone number and date of birth are required. Also, requested is a brief list of your work experience, education and special skills such as; typing, driver's license, computer knowledge and so on. If you have a resume, it can be attached to your application. Date of birth and gender is requested for statistical purposes and to determine eligibility for targeted employment programs funded by the Employment Development Agency.

What Happens to My Application After It Is Submitted?

The applicant's information is prepared for entry into a computer database and remains active until September 1st.

When a job vacancy occurs the employer makes a referral request which outlines the minimum skill requirements such as education, previous work experience, need for driver's license, etc. This information is matched with those records held in the computer database. A list of eligible persons matching the job criteria is forwarded to the employer for consideration. Several referral lists may be necessary before any job interviews are held.

What Kind of Jobs Will I Be Considered For?

There are many short-term student positions funded by Provincial Government. Students are placed with Provincial departments, with businesses and non-profit organizations. Whenever a referral request is received, all registered applicants are screened for the job requirements; however, only those that meet the employer's selection criteria are considered for an interview.

When Will I Hear the Results of My Application?

There is neither an application deadline nor a deadline for responding to applicants; however, the bulk of the job placements occur between May and September. If your name appears on a referral list, it is at the discretion of the employer to contact you and arrange for an interview.

How Do I Register?

Complete the employment application on the reverse side and forward it to any of the following locations:

Employment Development Agency
Fisheries, Aquaculture and Rural Development
548 Main Street
PO Box 1180, Montague, PEI C0A 1R0
Tel: (902) 838-0910 Toll-free: 1-877-407-0187 Fax: (902) 838-0975

Seasonal Hiring Office
Fisheries, Aquaculture and Rural Development
4th Floor Jones Building, 11 Kent Street
PO Box 2000, Charlottetown, PEI C1A 7N8
Tel: (902) 620-3676 Toll-free: 1-877-989-5627 Fax: (902) 368-5830

Access PEI - Summerside
120 Harbour Drive
PO Box 2063, Summerside, PEI C1N 5L2
Tel: (902) 888-8000 Fax: (902) 432-2634

Access PEI - Wellington
48 Mill Road
PO Box 58, Wellington, PEI COB 2E0
Tel: (902) 854-7250 Fax: (902) 854-7255

Access PEI - O'Leary
45 East Drive
PO Box 8, O'Leary, PEI COB 1V0
Tel: (902) 859-8800 Fax: (902) 859-8709

Access PEI - Alberton
116 Dufferin Street
PO Box 39, Alberton, PEI COB 1BO
Tel: (902) 853-8622 Fax: (902) 853-8625

Access PEI - Tignish
103 School Street
PO Box 450, Tignish, PEI C0B 2B0
Tel: (902) 882-7351 Fax: (902) 882-7362

Access PEI - Charlottetown
33 Riverside Drive
PO BOX 2000, Charlottetown, PEI C1A 7N8
Tel: (902) 368-5200 Fax: (902) 569-7560

Access PEI - Souris
15 Green Street
PO Box 550, Souris, PEI COB 2BO
Tel: (902) 687-7000 Fax: (902) 687-7091

Access PEI - Montague
41 Wood Islands Hill
PO Box 1500, Montague, PEI COA 1RO
Tel: (902) 838-0600 Fax: (902) 838-0610