

**ONTARIO EMPLOYEES ASSOCIATION
MEMBER APPLICATION FOR ADVANCEMENT WITHIN THE DRILLER JOB FAMILY**

Please complete ALL questions on the form below, even if you have already provided some of the information requested when you were hired. Completed forms should be submitted via email to: talentculture@telecon.ca

Personal & Contact Information:

Name:		Yard:	
Current Classification:		Direct Supervisor:	
Date in Classification:		Email:	
Date of Hire:		Cell Phone:	
Classification Being Requested:			

Complete only if hired within the past year - List your last three employers, starting with the most recent one first.

Former Employers: (Company Name & Location)	Date Employed (month/year)	Salary:	Position:	Reason for leaving:
	<i>From:</i>			
	<i>To:</i>			
	<i>From:</i>			
	<i>To:</i>			
	<i>From:</i>			
	<i>To:</i>			

Training/Certificates/Licenses/Degrees: Please indicate all current training, certificates, Health and Safety courses, other workplace certifications

Name of Certificate/Training/License/Degree	Date Completed (Month/Year)	Comment (Course description)

DRILLER JOB FAMILY EXPERIENCE

Please rate your current skill level and ability to perform the various activities required from the Labour Job Family using the scoring key provided.

COMPETENCIES Scoring Key	Score	Comment
0 = No experience (would like training)		
1 = Some experience (can do with some assistance/direction)		
2 = Experienced (can do independently without assistance/direction)		
Transport associated tools, materials and/or equipment in a safe manner		
Complete Driver's logbook & daily vehicle inspection (pre-trip, en-route, post-trip), maintenance and repair reports, accident or incident reports		
Previous experience working with horizontal directional drilling		
Must be able to read locates		
Must be fully proficient with CVOR and Book 7 requirements		
Daily visual inspects of all safety equipment i.e. hydro gloves, clothing, etc		
Complete all report in accurate and timely manner (i.e. production tracking)		
Complete daily clean out and winterization procedures with supervision as needed		
Complete daily clean out and winterization procedures as needed without supervision		
Prepare the drill fluid based on site conditions prior to boring commencing		
Load and unload directional bore equipment in a manner that is secure and damage free		

QUALIFICATIONS	Yes/No	Comment
Strong interpersonal skills needed when working in and with the public and peers, year long		
Must be able to safely lift 23 kg (50 lbs)		
Ability to work in inclement weather year long		
Must have experience with tie-ins		
Must be proficient in pipe management		
Relevant experience with reading conduit plans		
Be proficient in the operation of a directional bore machine (or similar equipment) and the F5 Falcon locate equipment or similar equipment		

EXPERIENCE	Check One	Comment
0-1 years of driller or relevant experience in construction industry		
1-2 years of experience in the operation of a directional bore machine (or similar equipment) and the F5 Falcon locate equipment or similar equipment		
2+ years of experience with ability to operate the drill OR locator		
4+ years of experience with ability to operate the drill AND locator		

LICENSE	Check One	Comment
Valid AZ or ARZ driver's license with clean driver's abstract		
Other		

General: Please include any other information you would like us to consider as part of your application for this position

I hereby confirm that all the information I have provided in this application form is accurate and true. I also understand that any deliberate misrepresentation or omission of facts in the application process is considered an offense and may be subject to disciplinary action, up to and including the possibility of termination.

Signature: _____ **Date:** _____

Supervisor Response

**SUPERVISOR'S
DECISION**

APPROVED:
*Applicant meets all criteria for
 advancement and position is
 available*

DEFERRED:
*Applicant confirmed as **QUALIFIED BACKUP**
 for next level. Applicant meets all criteria for
 advancement – but no positions are currently
 available.*

DENIED:
*Applicant does not yet
 meet all criteria for
 advancement*

New Title:	
New Rate:	
Effective Date:	
Copy provided to HR:	

Supervisor's Comments

Supervisor: (Print Name)		YARD:	
SIGNATURE:		DATE:	
DIRECTOR/VP: (Print Name)			
SIGNATURE:		DATE:	

For Human Capital Records

Date Request Originally Received:	
Response to Employee:	
Job Change Letter:	
Copy to OEA:	
Copy to Payroll:	