

**ONTARIO EMPLOYEES ASSOCIATION  
MEMBER APPLICATION FOR ADVANCEMENT WITHIN THE DRIVER 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:**

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

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

<b>Former Employers: (Company Name &amp; Location)</b>	<b>Date Employed (month/year)</b>	<b>Salary:</b>	<b>Position:</b>	<b>Reason for leaving:</b>
	<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

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

## DRIVER 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.

<b>COMPETENCIES</b> Scoring Key		
<b>0 = No experience (would like training)</b> <b>1 = Some experience (can do with some assistance/direction)</b> <b>2 = Experienced (can do independently without assistance/direction)</b>	Score	Comment
Manage the vehicles and its actions; responsible for identifying weight as to not exceed vehicle requirements		
Load and unload heavy equipment in a secure and damage free manner		
Transport cargo and/or equipment utilizing various combinations of truck and trailer		
General site preparation and clean-up as directed		
Complete Driver's logbook & daily vehicle inspection (pre-trip, en-route, post-trip), maintenance and repair reports, accident or incident reports		
Complete the Driver's log book		
Maintaining a clean and orderly vehicle (interior and exterior)		
Digging/holes and trenches, pulling cable		
Must be able to work in confined spaces and at heights		
Complete all report in accurate and timely manner (i.e. production tracking)		
Operate equipment safely and efficiently up to 9 tons		
Engaged in the operation of cranes, excavators, bulldozers and similar equipment over 5 tons		

<b>QUALIFICATIONS</b>	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		
Able to operate all transmission types		

<b>LICENSE OBTAINED</b>	Check One	Comment
DZ License with clean driver's abstract and 6 months of relevant work experience		
DZ License with clean driver's abstract and 1 year operating vehicles in this driver class; or AR license; and 9 months relevant work experience		
AR License with a clean driver's abstract and 1 year operating vehicles in this driver class; or an AZ license and 1 year relevant work experience		
AZ License with a clean driver's abstract and 1 year operating vehicles in this driver class as well as 1.5 year relevant work experience		

**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**

<b>SUPERVISOR'S DECISION</b>	<b>APPROVED:</b> <input type="checkbox"/> <i>Applicant meets all criteria for advancement and position is available</i>	<b>DEFERRED:</b> <input type="checkbox"/> <i>Applicant confirmed as <b>QUALIFIED BACKUP</b> for next level. Applicant meets all criteria for advancement – but no positions are currently available.</i>	<b>DENIED:</b> <input type="checkbox"/> <i>Applicant does not yet meet all criteria for advancement</i>
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<b>New Title:</b>	
<b>New Rate:</b>	
<b>Effective Date:</b>	
<b>Copy provided to HR:</b>	

**Supervisor's Comments**

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

**For Human Capital Records**

<b>Date Request Originally Received:</b>	
<b>Response to Employee:</b>	
<b>Job Change Letter:</b>	
<b>Copy to OEA:</b>	
<b>Copy to Payroll:</b>	