

**ONTARIO EMPLOYEES ASSOCIATION  
MEMBER APPLICATION FOR ADVANCEMENT WITHIN THE HYDRO VAC 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>

## HYDRO VAC 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
Assist with removal of all debris from work sites		
Digging holes and trenches		
Assist with traffic control as directed		
Provide assistance with general site preparation and clean-up as directed		
Able to assess work environment for potential health and safety hazards. Report any H&S issues and unsafe acts		
Manage the vehicles and its actions; responsible for identifying weight as to not exceed vehicle requirements		
Complete Driver's logbook & daily vehicle inspection (pre-trip, en-route, post-trip), maintenance and repair reports, accident or incident reports		
Complete all report in accurate and timely manner (i.e. production tracking)		
Maintaining a clean and orderly vehicle (interior and exterior)		
Daily visual inspects of all safety equipment i.e. hydro gloves, clothing, etc		
Meet KPI as communicated by management		
Complete daily clean out and winterization procedures with supervision as needed		
Complete daily clean out and winterization procedures as needed		
Operate Hydro Vac truck safely and efficiently		
Transport cargo and/or equipment in a safe manner		
Complete the daily maintenance and lubrication of all equipment (i.e. Hoses, dig tubes, pillars)		
Ability to train and mentor junior employees		

<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 read locates		
Able to read construction plans		
Able to operate with minimal supervision		
Able to operate with no supervision		
Fully trained in the operations and maintenance of the truck, including troubleshooting and minor repairs on job sites		

<b>EXPERIENCE</b>	<b>Check One</b>	<b>Comment</b>
0-1 years of Hydro Vac or relevant experience in construction industry		
1-2 years of experience with 1 or more model of Hydro Vac		
2-3 years of experience with 2 or more models of Hydro Vac		
3+ years of experience with 2 or more models of Hydro Vacs and all equipment		

<b>LICENSE</b>	<b>Check One</b>	<b>Comment</b>
In the process of obtaining DZ license		
DZ License with clean driver's abstract and 6 months of 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> <small>(Print Name)</small>		<b>YARD:</b>	
<b>SIGNATURE:</b>		<b>DATE:</b>	
<b>DIRECTOR/VP:</b> <small>(Print Name)</small>			
<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>	