

**ONTARIO EMPLOYEES ASSOCIATION
MEMBER APPLICATION FOR ADVANCEMENT WITHIN THE JETTER 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)

JETTER 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		
0 = No experience (would like training)		
1 = Some experience (can do with some assistance/direction)		
2 = Experienced (can do independently without assistance/direction)	Score	Comment
Work outdoors in various conditions to place copper or fibre optic telecommunication cables		
Clean and maintain tools and equipment		
Work with underground cable placing equipment (Jetting equipment)		
Complete all report in accurate and timely manner (i.e. production tracking)		
Accurately record and report project progress to the appropriate supervisory person and communicate any issues or expected delays		
Independently trouble shoot networking and design plans and identify roadblocks prior to installation		
Experience working with Jetting equipment		
Keep track of all inventory of materials required for the job		
Fully proficient in and able to work independently, interpreting blueprints or job specifications to execute all work assigned safely and in accordance to Telecon's health and safety policy		
Able to guide and mentor inexperienced employees		
Troubleshoot networking and design plans and identify roadblocks prior to installation		
Independently track and manage materials related to work function		

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		
Understand handling principles of fibre optic cable and micro fibre cable		
Basic knowledge of fibre optic cable prepping and splicing		

EXPERIENCE	Check One	Comment
0-12 months experience or relevant construction experience		
1-2 years of previous experience in a similar role		
2+ years of previous experience in a similar role		

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: <input type="checkbox"/> <i>Applicant meets all criteria for advancement and position is available</i>	DEFERRED: <input type="checkbox"/> <i>Applicant confirmed as <u>QUALIFIED BACKUP</u> for next level. Applicant meets all criteria for advancement – but no positions are currently available.</i>	DENIED: <input type="checkbox"/> <i>Applicant does not yet meet all criteria for advancement</i>
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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:	