

**ONTARIO EMPLOYEES ASSOCIATION
MEMBER APPLICATION FOR ADVANCEMENT WITHIN THE LABOURER 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, or licenses held – including Health and Safety courses, other workplace certifications

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

LABOURER 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.

<p style="text-align: center;">COMPETENCIES Scoring Key</p> <p>0 = No experience (would like training) 1 = Some experience (can do with some assistance/direction) 2 = Experienced (can do independently without assistance/direction)</p>	Score	Comment
Digging holes and trenches		
Pulling cable		
Able to frequently use a shovel		
Assist with removal of all debris from work sites		
Provide assistance with general site preparation and clean-up as directed (housekeeping)		
Able to complete landscaping restoration work		
Report any H&S issues and unsafe acts		
Complete all report in accurate and timely manner (i.e. production tracking)		
Safely loading and unloading vehicles with supplies and equipment as directed		
Able to run gas and power equipment (i.e. saws, drills, jumping jacks)		
Able to read construction plans		
Able to read locates		
<i>Proficient at pipework, placing Y and etc.</i>		
Able to operate with little supervision		
<i>Competent in and able to swamp</i>		
Ability to assess work environment for potential health and safety hazards and ensure work is completed safely; able to complete a Job Hazard Assessment		
Must be able to work in confined spaces		
Able to read cable plans		
Assist with handling and distributing construction materials		
Create and maintain traffic control plan on site		
Able to train crew members, as well as lead a crew on a job site		
Able to repair minor concrete and asphalt restoration		
Concrete finishing (more than 5 consecutive sidewalk bays including curbing or areas greater than 20m ²)		
Asphalt repairs in municipal roadways including stepped joints, or areas greater than 100m ² requiring asphalt roller		
Manhole Carpenter		
Lead on duct bank break and reinstate (greater than 12 ducts)		

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		

EXPERIENCE	Check One	Comment
6+ months of related experience in the construction industry		
1-2 years of industry related experience		
3 years of related experience in the construction industry		
4+ years of related experience in the construction industry		

LICENSE	Check One	Comment
I have a valid G2 Driver's Licence with no demerit points and working towards G Licence		
I have a valid G Driver's Licence or equivalent with less than 3 demerit points		

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:	