

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

SPLICER 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 splice copper or fiber optic telecommunication cables		
Safely load and unload vehicles with supplies and equipment as directed		
Clean and maintain tools and equipment		
Reading and interpreting work plans or job specifications to execute all work assigned safely and in accordance to Telecon's Health and Safety policy		
Recording and reporting project progress to the appropriate supervisory person and communicate any issues or expected delays		
Set up/tear down of work sites		
Splice and test fiber optic cables in all outside plant applications – aerial, burial and underground, on both newly placed and existing cables		
Complete all report in accurate and timely manner (i.e. production tracking)		
Analyze test results and have the ability to troubleshoot and correct any faults or defects		
Ability to train and mentor junior employees		
Ability to perform tasks independently in vast scope of work (FTTH, Mega, MDU & etc.)		
Experience and ability with active or energized closures/networks		

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		
Interpret and understand placing and splicing work plans		
Read and interpret work plans or job specifications to execute all work assigned safely and in accordance to Telecon's Health and Safety policy		
Climb poles, ladders, work at heights exceeding 30 feet and a variety of construction equipment to assist in the installation of telecommunication cables and apparatuses		
Competency in OTDR and other testing protocol		
Competency in completing proper testing documents (BC3888M) and/or submitting traces		

EXPERIENCE	Check One	Comment
0-6 months of splicing experience		
6-12 months of splicing experience or relevant experience		
1-2 years of splicing experience or relevant experience		
2-4 years splicing experience or relevant experience		
4+ years splicing experience or relevant 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

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 QUALIFIED BACKUP 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:	