

Forms used by Trail CSC's Right Stuff for data collection

APPLICATION FOR EMPLOYMENT



Trail Daily Times Delivery Services
Greater Trail Community Skills Centre
APPLICATION FOR EMPLOYMENT

Position: Collator Driver

Surname:	First Name & Init:	
Home Telephone:	Number for Messages:	
Address:		
City:	Province:	Postal Code:
Email address:		

Language Spoken: English <input type="checkbox"/> French <input type="checkbox"/> French Written <input type="checkbox"/> Other _____
Do you have a valid Drivers License? <input type="checkbox"/> Do you have a vehicle to get to work? Yes <input type="checkbox"/> No <input type="checkbox"/>
Available for work ___ Weekdays ___ Weekends ___ Nights ___ Shifts ___ Anytime

EDUCATION

What was the highest grade you reached in high school or the highest level you achieved after high school? Highest Grade ___ College ___ Technical School ___ University ___ Other (please specify) _____
Name of the institution where you received your post-secondary education: _____
Qualifications you received: _____

Apprenticeships Training Type: _____ Completed? Yes <input type="checkbox"/> No <input type="checkbox"/>
If no, year and technical level completed? _____
Reason for not completing? _____
Other Training/Certificates: _____
Equipment or machines you can operate: _____
Computer Experience: Basic <input type="checkbox"/> Intermediate <input type="checkbox"/>

EMPLOYMENT HISTORY

Employer:	Job Title:	From:	To:
Reason for Leaving:		Wage:	
Employer:	Job Title:	From:	To:
Reason for Leaving:		Wage:	

If you are currently employed can we contact your employer? _____

JOB SEARCH

Do you have a current resume? Yes No Cover letter? Yes No

Have you been looking for work? Yes No (If yes, where? If no, why not?)

What, if any, difficulties are you facing in finding work?

- | | |
|---|---|
| <input type="checkbox"/> Lack of education | <input type="checkbox"/> Don't know what to do about my work future |
| <input type="checkbox"/> Few jobs available in your area of expertise | <input type="checkbox"/> Lack of work experience |
| <input type="checkbox"/> Need to know how to look for work | <input type="checkbox"/> Need financial help to re-train |
| <input type="checkbox"/> Other (please specify) _____ | |

What sort of wage expectations do you have for work? _____ Are you bondable? _____

Are you willing to complete a criminal record check? _____

REFERENCES

List two people (no relatives) you have worked with and whom we may contact for a reference if necessary.

Name:	Occupation:	Name:	Occupation:
Address:		Address:	
	Tel. No.:		Tel. No.:

I certify that the information on this application is correct and I understand that any misrepresentation or omission of any information will result in my disqualification from consideration for employment, or if employed, my dismissal for just cause. I have read, understand, and agree to the statement here.

(Please initial here) _____

DATE OF APPLICATION

SIGNATURE

EMPLOYABILITY SKILLS

Quality	Weight	Score 1 - 5	Total	Comments
WORK EXPERIENCE <ul style="list-style-type: none"> ▪ Employment History ▪ Gaps in Employment ▪ Job Retention 	1			
JOB READINESS <ul style="list-style-type: none"> ▪ Resume ▪ Application ▪ Availability 	1			
PERSONAL DEVELOPMENT <ul style="list-style-type: none"> ▪ Problem Solving ▪ Self Assessment ▪ Goal Setting 	1			
BARRIERS TO EMPLOYMENT <ul style="list-style-type: none"> ▪ Daycare ▪ Personal Issues ▪ Transportation ▪ Disability ▪ Health ▪ Personal Telephone 	1			
COMMUNICATION SKILLS <ul style="list-style-type: none"> ▪ Written ▪ Verbal ▪ Non-verbal 	2			
PRESENTATION <ul style="list-style-type: none"> ▪ Grooming ▪ Personal Hygiene ▪ Eye-Contact 	2			
ATTITUDE/COMMITMENT <ul style="list-style-type: none"> ▪ Expressed interest & enthusiasm ▪ Attendance/timeliness 	3			
PROGRAM MATCH <ul style="list-style-type: none"> ▪ Mental and Physical Abilities ▪ Teamwork Skills ▪ Willingness to Participate in PGP 	3			
DRIVERS LICENSE <ul style="list-style-type: none"> ▪ Rating of 1 or 0 only 	1			

Interview Questions for Collator Position

Introduction to the position:

- Provide collating and distribution service for the Trail Daily Times
- Part time work = 10 – 15 hours per week OR Casual on call
- Pay rate is \$9.50 per hour
- Employ 6 – 8 collators
- Requires ability to stand long periods
- Some lifting required – pallet jack operation
- Repetitious work – speed is important

1. What qualities do you think would be important for this position and why?

What would be the most appealing aspects of this work for you?

What would be the least appealing for you?

2. In this job the faster you collate the quicker the job will be done for the day. How would you handle a situation where your co-worker is moving at slower pace and you are feeling like more of the work is falling on your shoulders?

3. Tell me how you would handle this situation. You are behind in your deadline to get the papers out, the drivers keep asking you how much longer it will take, the phone is ringing (probably one of your route carriers wondering where his papers are), your co-worker is claiming to be sick and needs to leave.

4. Describe a time when you worked as part of a team. What worked well? Is there anything you could change about the experience what would it be?

5. How would your best friend describe you?

6. If you could change one thing about your personality, what would it be and why?

7. Describe a time where you were given constructive criticism and how you responded to it?

8. Do you know your learning style? If you got the job what method of teaching would be best for you?

9. This will be a non-smoking work area. Do you smoke and if so how would you deal with this? How long can you go in between cigarettes?

10. In your previous jobs, what did you enjoy the most?

What was the least appealing aspect of the job?

Why did you leave your last job?

11. The papers arrived late and we are behind in collating. It is nearing the end of your scheduled workday and it looks like it will take approximately another 1½ hours to complete. It's Friday and you have plans to meet your friends in a ½ hour. How would you handle this situation?

12. Suppose that you go to sleep one night and when you wake up in the morning your life has changed in a very positive way. Describe what that would look like.

13. Where do you see yourself five years from now?

14. If the opportunity arose would you be willing to participate in additional training such as: Forklift

Yes	Maybe	No			
Occupational First Aid	Yes	Maybe	No		

Summary:

- Required to participate in paid monthly team meetings which include a training component
- Employment Agreement
- Criminal Record Check

15. Do you have any questions for us? Is there anything else you would like to tell us about yourself?

New Hire Checklist – Collator

Name: _____

Date: _____

Forms

- Provincial Tax Form**
- Federal Tax Form**
- Criminal Record Check**
- Verify contact information**
 - Mailing address**
 - Emergency contact**
 - Home phone/contact number**
 - Medical Conditions we should be aware of – ie. Diabetes**
- Timesheet**
- Employment Contract**
- Personal Growth Plan – with *Employment Counsellor (Kristine)***
 - Employee is to phone the Skills Centre and set up an initial appointment with Kristine*
- Copy of Lift Truck Operators Certification – if applicable**
- Copy of Occupational First Aid Certification – if applicable**

Team Introductions

- Collators**
- Drivers**
- Skills Centre personnel**

Site Introduction

- Exits – include front gate key**
- Fire Extinguishers**
- Lunch Facilities**
- Lights**
- Parking**
- Coat Hooks**
- Bathroom**
- Smoking Area**
- Valuables**
- Location of employee work schedule**

Collating

- Explain how insert board works**
- Walk through collating process**
 - Newspaper**
 - Weekender**
- Press run slip**
- Booking Orders**
- Location of weekly flyers – check date of flyer and/or deal #**
- Introduction to routes and route order**
- Introduction to top sheets – dealer, carrier and extras**
- Location of recycle**

Machinery and Equipment

- ❑ **Safe operation of**
 - **Pallet jack**
 - **Strapping machine**
 - **Forklift – *if applicable***
- ❑ **Safe use of wire cutters and knives**
- ❑ **Phone procedures**
 - **Inquiries**
 - **Complaints**
 - **Early pick ups**
- ❑ **Fax Machine**

Cleaning and Maintenance

- ❑ **Procedure for cleaning and maintaining**
 - **Furnace filters**
 - **Strapping machine**
 - **Greasing pallet jack and paper cart wheels**
- ❑ **Weekly cleaning**
- ❑ **Location of Cleaning Supplies**
- ❑ **Storage of empty pallets**

Safety

- ❑ **Footwear**
- ❑ **Lifting**
- ❑ **Horseplay**
- ❑ **Site lock up procedure**
- ❑ **Working alone procedure – *if applicable***
- ❑ **Location of First Aid Kit, blankets, and eyewash kit**

Collator Employment Agreement

Employee Name: _____

Date: _____

Greater Trail Community Skills Centre “The Right Stuff Distribution Centre”

A social enterprise business is established for the dual purpose of earning income and contributing to a social and/or environmental cause.

Expectations:

Employee

Role

- Demonstration of positive attitudes and behaviours towards co-workers and public.
- Contribute to a positive team environment.
- Prompt attendance for all scheduled shifts.
- Personally responsible for checking schedule.
- Provide a written request for vacation time a minimum of two weeks in advance.
- Personally notify supervisor in a timely manner if unable to work a shift due to illness.
- Notify supervisor of personal commitments that may conflict with work by marking on the calendar in advance. *Note: see Appendix I for guidelines*
- Utilize The Greater Community Skills Centre resources to address personal/career needs.
- To attend all scheduled team meetings.
- Actively participate in Employability Skills Workshops

Work Responsibilities

- Collate paper as efficiently and effectively as possible.
- Contribute to maintaining a clean workstation and work environment.
- Actively learn different aspects of the job. These include but are not limited to: operation of the strapping machine, operation of the pallet jack, collating the daily newspaper, the West Kootenay Weekender and applicable inserts, collection and timely distribution of faxes, phone procedures, maintenance procedures, familiarity with driver routes and mail label distribution.
- Adhere to Workers Compensation Safety Standards.
- Check in with supervisor before leaving the work site.
- An awareness and understanding of information on insert board.
- When in doubt ask questions.

Employer

Role and Responsibilities

- Posting of shift schedule as promptly as possible – changes dependant on receipt of additional or cancelled insert orders. Every effort will be made to accommodate employees other commitments.
- Provide access to or linkages to community personal and career development resources.
- Provide on site training/support to enable fulfillment of work responsibilities
- Reply promptly to all vacation requests.
- To provide employees with breaks as follows: employees working an 8 hour day shall be entitled to a 30 minute meal break on the employees time and for each 4 hour unit of work employees are entitled to a 15 minute break on the employer's time.

Terms of Employment

- Conditions for cancellation of employment are based on the Employment Standards Regulations.
- The first three months of employment are on a probationary basis.
- Non-compliance of employee expectations will be reason for cancellation of employment.
Note: See Appendix II for details
- Employees are to provide a minimum of two weeks written notice of their intent to terminate their term of employment.

Wages

- Pay rate: \$9.50 per hour.
- The Employment Standards Regulations are followed for paying overtime and statutory holidays.
- Vacation pay is calculated at 4% of gross pay. The employee can choose to have it held in the vacation bank or have it paid bi-weekly.
- The regular hourly rate will paid for attendance at team meetings and employability skills workshops.

Collator

Witness

Date

Date

Greater Trail Community Skills Centre

Witness

Appendix I

Scheduling Appointments

Please schedule personal appointments before/after work or on your days off. Days and times of work do not generally exceed the following:

Monday and Tuesday	9:30 am. – 2:00 pm.
Wednesday	10:00 am. – 2:00 pm. and 3:30 – 8:30 pm.
Thursday	7:00 am. – 3:30 pm.
Friday	9:30 am. – 3:00 pm.

Team meetings are held monthly on Monday afternoons from 2:00 – 4:00 pm.

If there is no alternative and an appointment must be made during scheduled work hours you are required to give a minimum of 24 hours notice so that a replacement collator can be found.

Appendix II

Progressive Discipline Policy

In instances where it is necessary to correct unacceptable behaviours the following policy will be followed:

First incident: The employee will receive a verbal warning and a record of it will be placed in their employee file.

Second Incident: The employee will receive a written warning and a record of it will be placed on their employee file.

Third Incident: The employee will receive a written warning and a one-day suspension without pay from work. The warning will be placed in the employees file.

Fourth Incident: The employee will receive a final written warning and a full week suspension without pay from work. The warning will be placed in the employees file.

Fifth Incident: Employment will be terminated.

EXIT INTERVIEW

Draft- Mtg. Jun 22/04

Rev. July 19,2004

Rev. July 23/04

Process of the Exit Interview:

- A counsellor who has not been directly involved with the Right Stuff **Project** or **with** the individual will be conducting the interview.
- Results of the interview **will be forwarded to** the Project Supervisor.
- To ensure the confidentiality of the interview the Project Supervisor will summarize the interview results and distribute to the Front Line Supervisor and the Employment Counsellor directly involved with the project.
- Interview should take **approximately** ½ hour.
- The purpose of the interview, **including confidentiality of the process, will be addressed at the time of scheduling the appointment and at the beginning of the meeting.**
- **There will be 3 follow up calls at 3 months, 6 months and 12 months, made with the individual to track the following:** are they employed; enrolled in training or school program; has his/her experience at the Right Stuff helped in new work/school environments.

Purpose of the Exit Interview:

To determine if there are any ways in which the **Organization** can improve the **project** and **services administered throughout their work experience at the Right Stuff.**

Exit Interview Format:

Interviewer: _____

Date: _____

Interviewee: _____

Length of employment:

From: _____ **To:** _____

Reason for

Leaving: _____

Interview Questions:

Part (A)

What did you like about the job?

What didn't you like about the job?

Could we **have** done something differently to keep you at this job? (Optional question based on the circumstances of the person who is leaving)

Page 2 – Exit Interview

Describe any new information and/or skills you have gained in the following areas:

- Safe work practises:

- Understanding of Employment Standards, your rights as an employee:

• List any new skills developed that you can use in another area (job?) (transferable skills):

• Teamwork Skills:

• Personal Growth Plan:

• Workshops:

• Any others that come to mind:

Do you have any suggestions for how the works gets done?

Do you have any suggestions for how the team works together?

Page 3 – Exit Interview

Part (B)

How did feel supported by the Skills Centre Organization?

Front Reception:

Career Station:

Counsellors you were recommended to see for additional support:

Management:

Part C

How did you feel about the work environment? e.g., lighting, temperature, work stations, kitchen area, machinery.

GOOD

SATISFACTORY

NEEDS IMPROVEMENT

Comments: _____

How was it working with the Front Line Supervisor?

GOOD

SATISFACTORY

NEEDS IMPROVEMENT

Comments: _____

Page 4 – Exit Interview

How was it working with the Employment Counsellor?

GOOD

SATISFACTORY

NEEDS IMPROVEMENT

Comments: _____

Do you feel you were given a fair wage for the work you did?

GOOD

SATISFACTORY

NEEDS IMPROVEMENT

Comments: _____

What plans **do you have for the future?**

Would you be willing to participate in a series of follow up phone calls, at 3 months, 6 months, and 12 months, to assist us with the further development of the project.
