



HAMILTON POLICE SERVICE (HPS)
SAMPLE STUDENT SUMMER JOB OPPORTUNITY

TEMPORARY FULLTIME YIPI STUDENT

HPS provides policing to over 540,000 residents in the City of Hamilton. In 2013, HPS responded to over 80,000 calls for assistance from our community. We have over 1,100 employees, and our mission is to serve and protect in partnership with our communities.

Join us as we make Hamilton the safest place to raise a child.

Job Title: Youth In Policing Initiative (YIPI) Summer Jobs for Students Ages 15-18 as of the first Monday in July.

Reports to: Managers and/or Supervisors, Various Departments

Job Locations: May be based out of Central Police Station, Mountain Police Station, East End Station, and/or the Multi-Agency Training Academy, 1227 Stone Church Road East, Hamilton, ON

Hours of Work: Monday to Friday from 8:30 am to 4:30 pm, however, hours may vary depending on the position and job duties (i.e. may start earlier or later).

Rate of Pay: \$11.00 per hour (As of July 6, 2015), 35 hours per week, plus 4% vacation pay

Status/Length: Eight (8) week temporary fulltime contract position, from July to August

Updated: June 2015

Job Summary

On an annual basis, the Hamilton Police Service offers eight weeks of fulltime paid summer employment, in partnership with the Government of Ontario's Ministry of Children and Youth Services, via grant funding for the Youth in Policing Initiative (YIPI).

Students will have the opportunity to work in one or more departments over the eight week period, as well as participate in learning opportunities that will provide exposure to additional parts of the Police Service, e.g. Canine, Marine, Communications, as well as learn important life skills, e.g. making exercise an important part of a daily routine, health/wellness, job searching, researching postsecondary school options, saving/budgeting, etc.

Possible Placements Include Working in:

- Accounting
- Corporate Communications
- Divisional Police Station
- Graffiti Eradication
- Information Technology (IT)
- Radio Shop
- Records
- Stores Warehouse
- Traffic Office
- Training

Possible Tasks Include:

- Mail sorting, distribution
- Scanning, Photocopying
- Reception duties (phone), customer service
- Receive/interact with clients
- Respond to general inquiries
- General administration support
- Filing, data entry, word processing
- Prepare materials/packages
- Shelving, warehouse work
- Janitorial/maintenance duties
- Mechanic/garage maintenance work
- Participation in program activities/community events
- Supporting planning of program activities
- Scheduling meetings, events
- Layout/graphic design for report, newsletter
- Update/edit graphics
- Reporting, analysis, research
- Records management
- Indexing, categorizing
- Organize/purchase supplies
- Update, edit materials

- Video/Photography
- Shadow team member

Physical & Sensory Demands/Dexterity: Assignments will involve activities such as reading, writing, keyboarding, talking, listening, sitting, walking, standing, and daily fitness component.

Requirements:

Applicants must live in one of the following priority neighbourhoods in the City of Hamilton (address will be verified at the background investigation stage):

1. Area 1 Boundaries - JAMESVILLE/BEASLEY
 - Northern Boundary - Bay Front
 - Southern Boundary - Main St. E.
 - Western Boundary - Queen St. N.
 - Eastern Boundary - Wellington S. N.
2. Area 2 Boundaries - KEITH / LANDSDALE / SOUTH SHERMAN, CROWN POINT
 - Northern Boundary - Bay Front / Burlington St.
 - Southern Boundary - below the Escarpment
 - Western Boundary - Wellington St. N.
 - Eastern Boundary - Kenilworth Ave. N.
3. Area 3 Boundaries - MCQUESTON
 - Northern Boundary - Burlington St. E.
 - Southern Boundary - Queenston Rd.
 - Western Boundary - Parkdale Ave. N
 - Eastern Boundary - Red Hill Valley Pkwy / QEW Niagara
4. Area 4 Boundaries - RIVERDALE
 - Northern Boundary - Barton St. E. Stoney Creek
 - Southern Boundary - Queenston Rd.
 - Western Boundary - Centennial Pkwy. N.
 - Eastern Boundary - Gray's Rd.
5. Area 5 Boundaries - QUIGLEY ROAD
 - Northern Boundary - King St. E.
 - Southern Boundary - bottom of Escarpment
 - Western Boundary - Red Hill Valley Pkwy
 - Eastern Boundary - Centennial Pkwy. N.

6. Area 6 Boundaries - ROLSTON

- Northern Boundary - Mohawk Rd. W.
- Southern Boundary - Lincoln Alexander Pkwy.
- Western Boundary - Garth St.
- Eastern Boundary - West 5th St.

Applicants must be between the ages of 15 and 18 as of the first Monday in July, which is the official hire date, and be returning to school in September.

Background security checks will be completed before an offer of employment is made. Each candidate's file will be reviewed and assessed individually, on its own merit; however, we are unable to hire someone with charges before the court or charged with a criminal offence. We do not comment on the status of your security check prior to its completion.

You must be legally eligible to work in Canada and have a Social Insurance Number (SIN). Applicants must present proof that they have applied for a SIN card and have the card prior to the date of hire.

Pay is distributed via direct deposit only; therefore, banking information will be required prior to the date of hire.

Certificates/Licenses/Apprenticeships: Valid Class G Driver's Licence, with ability to drive a vehicle in Ontario with full driving privileges is an asset.

Terms

Applications (i.e. cover letter and resume – all one document, cover letter first) are to be submitted via the City of Hamilton's Careers website, when there is a posting available in the month of April. All applications must be submitted through the City of Hamilton Careers Applicant Tracking System in order to be considered.

To apply for the position you will need to:

- Have/create a user name and password for the City of Hamilton Careers website
- Upload an application (i.e. cover letter and resume – all one document, cover letter first) to the City of Hamilton Careers website
- Complete a questionnaire as part of the online application process

Cover letters should address the following:

- Personal Interests – (e.g. cars, computers, outside work, office work, artistic activities, planning events, etc.),
- Abilities – (e.g. high attention to detail, working with hands, working on computers, customer service, etc.),
- Why are you interested in working for the Hamilton Police Service (HPS)?
- What would you like to be exposed to at HPS and in the community (e.g. Graffiti Eradication, Corporate Communications, Forensics, Video - Photography)?
- What are your career aspirations?

Resumes should include the following:

- Current and previous employment and volunteer experience, including:
 - Position held
 - Duration of Employment (from:_____ to:_____)
 - Name of Employer
 - Description of the job duties
 - Supervisor's name, job title, and phone number
 - Your reason for leaving, if not currently employed there
- Extra-curricular activities, including:
 - Your role and activities you were/are involved in (e.g. civic, athletic, etc.)
 - Duration of Activity (from:_____ to:_____)
 - Name of Organization
 - Contact person's name, job title, and phone number
 - Reason you are no longer participating, if not currently involved in the activity

Once you have your cover letter and resume prepared, log onto the Internet (via home, school, or public library, etc.) and go to the [City of Hamilton's Careers webpage](http://www.hamilton.ca/CityServices/Careers), also called "Jobs at the City", at <http://www.hamilton.ca/CityServices/Careers>. Select the Link called "Jobs Open to the Public". Ignore the Icon to the right which says Summer Student Recruitment (that is specifically for jobs at the City of Hamilton).

Select the appropriate Job (i.e. YIPI Summer Jobs) from the listing and follow the prompts.

You will be asked to do one of three things:

1. Upload a new resume
2. Copy and paste resume text; or
3. Use an existing resume.

If you choose to upload a new resume, please be advised of the following:

- You are allowed one attachment only, if submitting a cover letter and resume they must be submitted as one file.
- Your attachment must be in one of the following formats (.doc, .docx, rtf, .pdf, .txt).
- Your attachment size must not exceed 200KB.
- Your resume attachment file name must not contain more than 60 characters.
- Your resume attachment file name must not contain a "." unless it is directly before the filename extension.
 - Correct Example: John_Doe.doc
 - Incorrect Example: John.Doe.doc

Internet Explorer (IE) 7 and 8 are the recommended browsers for this site. Some Internet Browser settings must be configured to allow you to view the resume attachment once it has been uploaded.

Once you have submitted a resume, you will be asked to answer a series of questions by selecting from a list of options.

Be sure to allow yourself adequate time to log onto and acquaint yourself with the Careers Portal, if you have never done so before.

We will be selecting candidates based on geographic location, skills, and interests. Due to the nature of the funding, short-listed applications will be restricted to candidates that live in the City of Hamilton, within the identified priority neighbourhoods. Those attending summer school will not be considered for the program.

Email correspondence is an essential part of the recruitment process. Ensure you have included your email address, as well as your business/day phone number, your home/evening number, and/or your cell phone numbers when you apply via the City of Hamilton website and on your application, to facilitate our ability to contact you.

If selected, you will be required to attend testing and/or interviews during our regular business hours of 8:00 - 16:00. We thank all applicants, however, only those candidates selected for testing and/or an interview will

be contacted. No phone calls or emails please. We are unable to respond to all applicants.

Please note that the Hamilton Police Service is committed to the principles of equal opportunity and reflecting the diverse community that we serve. Fluency in a second language is an asset; please indicate if you are able to speak, read, and/or write another language besides English on your application.

The Hamilton Police Service is an equal opportunity employer that is committed to inclusive, barrier-free recruitment and selection processes. If contacted for an employment opportunity, please advise Human Resources if you require accommodation for testing, interview, or employment purposes.

We invite you to visit the [Hamilton Police Service](#) website to obtain further information on the Service, or visit our [Careers](#) webpage to obtain further information on career opportunities with our Police Service (e.g. Police Constable, Police Cadet, Civilian, Volunteer, and Auxiliary opportunities). Information on the Constable Selection System (CSS) can be found on the [Ministry of Community Safety and Correctional Services](#) website.

If hired, the incumbent shall comply with all Health and Safety Policies and Practices for their position and the workplace.

By applying, you agree that the statements made by you are true, complete, and correct to the best of your knowledge. Further, you understand that any falsification of statements, misrepresentations, and/or deliberate omission or concealment of information may be considered just cause for dismissal.