IMPORTANT POINTS TO CONSIDER
BEFORE COMPLETING YOUR SUMMER JOB APPLICATION

TO ENSURE YOUR APPLICATION IS PROCESSED PROPERLY, PLEASE READ THE FOLLOWING POINTS CAREFULLY:

1. You must complete the application form clearly indicating your full mailing address including, if applicable, the **apartment number**, and your **email address (MANDATORY)**. You must also attach your **resume** to your summer job application.

2. **Priority** is given to summer job applications from full-time students who live in the Town of Mount Royal.

3. You may submit **ONLY ONE SUMMER JOB APPLICATION**, on which you can indicate **TWO CHOICES**. Nevertheless, it is important to note that the 2nd choice *is not guaranteed*.
   *The selection "SCOREKEEPER" does not apply. Please indicate this selection underneath your second choice.

4. Copies of your qualification certificates (National Lifeguarding Certificate, First Aid, Cardiopulmonary resuscitation, etc.) must be attached to your summer job application. They must be valid for the entire term of employment.

5. **To find out the dates the interviews will be held, please refer to the appropriate job description,** which are scheduled by the departments concerned. Please be sure you can be contacted easily.

6. You must have a social insurance number to work for the Town of Mount Royal.

7. The candidate will have to meet the requirements of an administrative inquiry for positions requiring it.

8. If you are hired, you must provide, before you start working, a copy of a cheque from the banking institution where you would like your pay cheque deposited.

**ONLY APPLICATIONS INCLUDING <u>ALL</u> REQUIRED DOCUMENTS
WILL BE CONSIDERED**.

**ALL SUMMER APPLICATIONS MUST BE PRESENTED
TO THE DEPARTMENT OF HUMAN RESOURCES**

By filling out [this form](#)

By e-mail: humanresources@town.mount-royal.qc.ca

Or, in person:

90 Roosevelt Avenue, Mount Royal, Quebec H3R 1Z5

**From Monday to Friday
08:30 to 16:30**

**indicating "2024 SUMMER EMPLOYMENT" and
*including all documents in <u>pdf format</u>***