

[New Page]

OPHEA PROJECTS ASSISTANT APPLICATION FORM

ELIGIBILITY

Ontario Resident

Do you currently live in Ontario?

Yes

No

Eligible to Work in Ontario

Are you legally eligible to work in Ontario? You must currently have a valid work permit or permanent residency or be a citizen of Canada to work in this role.

Yes

No

Age Eligibility

This position is partially funded through a grant that requires applicants to be between the ages of 15 to 30.

Are you between the ages of 15 to 30?

Yes

No

Work Arrangement

This position will operate in a remote work arrangement. Are you comfortable working remotely?

Yes

No

Compensation

The salary for this position was shared in the job posting (\$20 per hour) across 280 hours (8 weeks) between May 2024 and August 2024. Are you comfortable accepting an offer at this compensation?

Yes

No

[If 'No' to any of these questions – end application]

[End Application]

Thank you for your interest in the Projects Assistant position.

However, given you responded 'No' to one or multiple eligibility questions, we recommend you do not proceed with completing an application form.

[New Page]

BACKGROUND INFORMATION

First and Last Name: [Open Response]

Pronouns (optional): [Open Response]

City: [Open Response]

Email: [Open Response]

Phone: [Open Response]

Interest in Position

Why are you interested in joining our team?

[Open Response]

Availability

Please provide your availability from May 2024 to August 2024. Select all weeks where you are available to work.

- May 6 - 10
- May 13 - 17
- May 21 - 24
- May 27 - 31
- June 3 - 7
- June 10 - 14
- June 17 - 21
- June 24 - 28
- July 2 - 5
- July 8 - 12
- July 15 - 19
- July 22 - 26
- July 29 – August 2
- August 6 - 9
- August 12 - 16
- August 19 - 23
- August 26 - 30

[New Page]

EDUCATION AND EXPERIENCE

Education

Please outline any relevant education that you feel would be beneficial to the Projects Assistant position.

Include program, educational institute, and 1-2 sentences describing what was learned.

Example

Humber College, Fitness and Health Promotion Diploma (in progress)

This program provides key concepts as it relates to health promotion that I feel could be valuable in supporting the development of programs, resources, and trainings for educators to support student health.

[Open Response – 3,000 character limit]

Work/Volunteer Experience

Please outline any relevant work/volunteer experience(s) that you feel would be beneficial to the Projects Assistant position.

Include title, organization, and 1-2 sentences describing what you did for each experience.

Example

Program Coordinator, ABC Organization

In this role, I worked to develop, promote, and deliver a number of webinars to increase our clients knowledge about how to be safe and responsible drivers. I also evaluated these webinars and prepared evaluation reports.

[Open Response – 3,000 character limit]

[New Page]

Job Skills

Of the following job skills (social/soft/behavioural), select the three (3) skills that best describe you?

[Limit to 3 choices]

-] Accountable
-] Positive attitude
-] Adaptable
-] Continuous Learner
-] Client focused / excellent customer service
-] Ability to collaborate
-] Ability to communicate effectively
-] Attention to detail

Why did you pick those three skills?

[Open Response]

[New Page]

OVERALL

Is there anything else we should be aware of as it relates to your application for this position? (e.g., prior commitments impacting start date)

[Open Response]

Confirmation

I confirm that all the information I submitted in this application is accurate.

[] Yes

[New Page]

THANK YOU

Thank you for taking the time to apply for the Projects Assistant position. We will contact you if you are selected for an interview.