

# Applying for 2015 Summer Employment Opportunities

## Student Application Tip Sheet

This tip sheet highlights information to keep in mind when applying for a Summer Employment Opportunities job. **Want more detailed information?** Visit [Ontario.ca/Careers](http://Ontario.ca/Careers), select **Youth and New Professionals** and go to [Summer Employment Opportunities](#)



### What You Need to Know Before You Apply

#### Am I eligible to apply?

**You must meet 4 requirements on the first day of employment to be eligible for SEO jobs:**

1. **Age:** You must be a minimum age of 15 years. Some positions require you to be aged 15-24 years (or 15-29 years with a disability).
2. **Residency:** You must be a resident in Ontario with an Ontario address, for the summer.
3. **Work Status:** You must be eligible to work in Canada with a Social Insurance Number (SIN)
4. **Student Status:** You must be enrolled in a secondary or post-secondary institution (currently or for the fall semester), or within 6 months of graduation by the first day of employment e.g. if you graduated in December, you could apply for and start a position until June the following year.

#### When Will Job Ads be Posted?

**Student job ads will be posted during the following times (with different jobs posted each time):**

- **February 13 to March 1, 2015**
- **March 20 to April 5, 2015**

Apply to as many job ads as you are interested in. If you submit multiple applications to the **same** job ad, only the most recent application will be considered.

#### How Can I Find SEO Job Ads?

- Find job ads on the Ontario Careers website ([www.ontario.ca/careers](http://www.ontario.ca/careers)) during the posting times above.
- To view all Summer Employment Opportunities job ads select '**Student**' under the '**Select Career Level**' field. Positions will have "Student" in the job title.
- You may also narrow your search by selecting additional search fields, such as:
  - **Region and/or cities** that you are able to work in or travel to
  - **Category** based on the type of work you are interested in (Check out the '[List of Job Titles](#)' for more information)

## How to Submit Your Application

### Complete the Online Application Form

#### Complete the application form and the pre-screening questions. Remember:

- Mandatory questions are indicated with a red asterisk.
- For multi-select questions, hold the “CTRL” key on your keyboard (or “Command” key for a MAC) and select all of the options you wish to include.
- Use your cover letter and resume to support the skills and qualification selections you make on your application.
- If you require accommodation to apply, or to complete the application form, please contact us at [SEO@ontario.ca](mailto:SEO@ontario.ca) or via the [Contact Us page online](#).
- **Contact Information:** Include your email address if you want to receive confirmation that your application was submitted successfully.
- **Location Preference: Only** identify the cities you will be able to travel to and work in. Make sure you check out the location and travel options for the cities you select using **Google Maps**.
- **Field of Study:** Select **up to 3** fields of study. If you are in high school, please include the selection “Currently in High School”.
- **Working Conditions:** Indicate **all** the working environments and employment conditions (e.g. working outdoors, working shifts etc.) that you are comfortable with.
- **Bilingual:** Indicate if you are fluent in written and verbal French
- **Certifications and Licenses:** Some positions require certain certificates or licenses. Indicate **any** that you have earned (e.g. G2 Driver’s License, First-Aid Certification).
- **Skills:** Select the **General Skills** (basic skills that apply to a wide range of positions), **Specialized Skills** (technical skills and knowledge that apply to the specific positions) and **Computer Skills** you have gained through school, work or volunteer activities.
- **Cover Letter and Resume:** Your cover letter and resume must be in ONE document that does not exceed 5 pages and 1 MB.

### Receive Confirmation

#### If your application has been submitted successfully you will receive a:

- **Splash page** indicating you have submitted your application.
- **Confirmation Email** (if you provided an email address): Check your junk mail folder if the confirmation email does not appear in your inbox

If you do not see the confirmation email or splash page, contact [SEO@ontario.ca](mailto:SEO@ontario.ca) **BEFORE** the application deadline date (i.e. during the posting period). **IMPORTANT:** After the job ads are closed, we cannot assist with any application submission issues.



**Good Luck with your application!** Only those applicants who are selected for an interview will be contacted by the hiring manager. This can be approximately 4 to 8 weeks after the job ad has closed. Check out the [Summer Employment Opportunities website](#) for additional information, interview tips and to find out more about the Ontario Public Service.