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, 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**) 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:
    o **Region and/or cities** that you are able to work in or travel to
    o **Category** based on the type of work you are interested in (Check out the **'List of Job Titles'** for more information)

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How to Submit Your Application

Complete the Online Application Form

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

- o Mandatory questions are indicated with a red asterisk.
- o 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.
- o Use your cover letter and resume to support the skills and qualification selections you make on your application.
- o If you require accommodation to apply, or to complete the application form, please contact us at 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 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.

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