

**City of Mississauga**  
**Summer Student 2009**  
**SPORTS JOB OPPORTUNITIES**

### **1. How do I apply?**

All of our Summer Student 2009 employment opportunities are available to view on-line at [www.mycitycareer.ca](http://www.mycitycareer.ca) /Seasonal Opportunities. When you have selected an employment opportunity that you are interested in, apply online by using the "Apply" button at the top or bottom of the job posting.

If you worked for the City of Mississauga last summer then you have already registered with our site. If you are a new applicant then you need to register on our career site (view job and click on the apply button a "Registration Form" will appear) once registered, download or create a resume/cover letter, then proceed to complete the questionnaire attached. All postings have a series of questions attached to obtain additional information about the applicant.

Need access to a computer?

- Try any of our Mississauga Librarys or,
- Mississauga Civic Centre, Cashier's Hall located at 300 City Centre Drive, Mississauga, ON, L5C 3B1

### **2. Do I qualify for the City of Mississauga 2009 Summer Student Sports Employment Opportunities?**

To qualify for a Summer Student job within the City of Mississauga you must:

- Be 16 years of age or older as of the date of your employment unless otherwise specified.
- Be currently enrolled in a secondary or post-secondary education institution on a full-time or part-time basis.

A part-time student in university/college can be admitted to the Student Summer Employment Program if transcripts indicate that the course of study is leading to a degree/diploma. You may be asked to provide a copy of your transcripts during the interview.

- Meet the required qualifications that must be kept current throughout the employment term.
- Be able to validate the above criteria by providing original documentation, as requested, during an interview.

### **3. I am having problems filling in the online application, is there help?**

Please e-mail your technical question(s) to [support@workopolis.com](mailto:support@workopolis.com).

### **4. Did you receive my application?**

When you apply for a position online, you automatically receive an acknowledgement indicating your application was successfully received. Please make sure your e-mail address is entered correctly to ensure proper delivery of your confirmation e-mail.

In addition to your e-mail confirmation, the following message will appear on your screen once you have completed your application and questionnaire (sample below).

## Application Complete

<b>Your Application has been submitted to</b>	
Company	CITY OF MISSISSAUGA
Position	Sports Job (sample)
Date	2006-09-26 15:43:49

**NOTE:** Hardcopy applications will not be accepted.

### **5. What is the status of my application, will I be considered?**

We receive a high volume of applications and cannot provide status updates on individual applications.

Generally, we will commence the applicant review process after the official closing date of the competition. Application deadlines for 2009 Summer Student Job Opportunities is January 15, 2009.

### **6. When are the interviews? When will I be contacted?**

We will commence the applicant review process after the official closing date of the competition.

Applicants selected for an interview will be contacted via e-mail.

### **7. How will I be notified?**

Our usual method of contacting applicants is by e-mail. Ensure your e-mail address is current and up to date.

**NOTE:** You will only be contacted if you are selected for an interview.

### **8. The competitions have closed. Can I still apply?**

All summer jobs will be posted on our web site until January 15, 2009. Should we require any further applications after January 15, 2009, we will be referring to our Future Opportunities. (Job Link – Recreation).

### **9. How do I make a change to my application?**

If you need to update your resume, simply go to our career site at [www.mycitycareer.ca](http://www.mycitycareer.ca) under Job Seekers, locate My Resumes, click the link and log in, then locate the resume you want to update.

Only resumes and cover letters can be updated. Questionnaires can only be answered once; therefore no changes can be made to questionnaires.

Note: You may only apply to a job once.

**10. Are there any other vacancies?**

All jobs available to the public can be viewed on-line at [www.mycitycareer.ca](http://www.mycitycareer.ca).

**11. What types of Sport Camps are available?**

Mountain Bike Camp

Skateboard Camp

Tennis Camp

Golf Camp