

**IMPORTANT POINTS TO CONSIDER  
BEFORE COMPLETING YOUR SUMMER JOB APPLICATION**

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

1. **PRIORITY** is given to summer job applications from full-time students who live in the Town of Mount Royal. Your latest report card must be submitted with your summer job application.
2. As proof of residency you must attach a copy of your driver's license or of your latest report card to your summer job application.
3. You may submit **ONLY ONE SUMMER JOB APPLICATION**, on which you can indicate **TWO CHOICES**.
4. Copies of your qualification certificates must be attached to your summer job application.
5. The **deadline for receipt of applications for positions** is **Wednesday, June 2, 2010**.
6. **Interviews will be held until June 11, 2010** and will be scheduled by the departments concerned. Please be sure you can be contacted easily.
7. You must have a social insurance number to work for the Town of Mount Royal. Here is the procedure to follow if you do not have a social insurance number:
  - Complete the *Social Insurance Number Application Form* available at all Canada Employment Centres. The closest Canada Employment Centres are located at 6900 Decarie Blvd., Room 3015 in Côte St. Luc and 1415 Jarry St. East, 3rd Floor in Montreal.
  - Take the following papers to the Canada Employment Centre:
    - (a) your completed *Social Insurance Number Application Form*;
    - (b) a copy of your birth certificate issued by the Registrar of Civil Status (514-864-3900) OR your passport.
8. The candidate will have to meet the requirements of an administrative inquiry conducted by an external firm for positions requiring it.
9. 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 ALL REQUIRED DOCUMENTS  
WILL BE CONSIDERED.**

**ALL SUMMER APPLICATIONS MUST BE PRESENTED  
TO THE DEPARTMENT OF HUMAN RESOURCES  
90 Roosevelt Avenue, Mount Royal, Quebec H3R 1Z5**

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

or e-mailed to [humanresources@town.mount-royal.qc.ca](mailto:humanresources@town.mount-royal.qc.ca)  
indicating "2010 SUMMER EMPLOYMENT" and  
*including all documents in pdf format*