

This guide highlights information to keep in mind when applying for a Summer Employment Opportunities job with the Ontario Public Service.

Want more detailed information? Visit [Summer Employment Opportunities](#) or check out the job advertisements at [www.ontario.ca/careers](http://www.ontario.ca/careers).



## Before You Apply

### 1. Confirm You Are Eligible

You must meet four requirements on the first day of employment (see [FAQs](#) for more information).



**Student Status:** You must be enrolled in a secondary or post-secondary institution currently or for the fall semester, or have graduated within six months by your first day of employment.



**Age:** You must be a minimum of 15 years of age. There is no maximum age requirement. Due to program eligibility requirements, certain opportunities require students to be up to 24 years of age (or up to 29 years of age for a person with a disability). Certain positions require you to be a minimum of 18 years of age. Age parameters will be provided on the job advertisement and you must meet all age requirements by May 1<sup>st</sup>.



**Residency:** You must be a resident of Ontario during the term of employment.



**Work Status:** You must be legally entitled to work in Canada and have a valid Social Insurance Number (SIN).

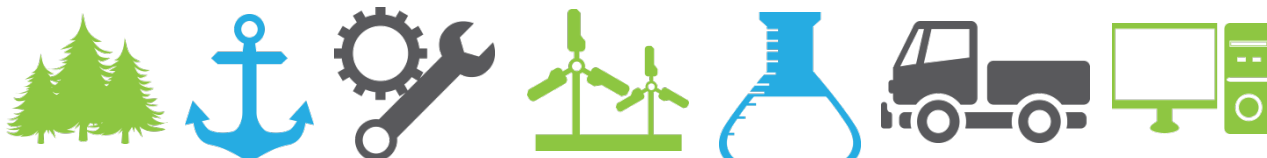


## 2. View the Posting Date and Application Deadlines

All student job ads will be posted on February 8, 2019 on the [OPS Careers website](#).

Student jobs will have differing application deadlines. Review the closing date listed at the top left-hand corner of each job ad.

## 3. Check Out Student Job Types



We offer over 70 student job types in a variety of career fields and working environments. Explore the [Student Job Types](#) to identify jobs you are interested in.

## 4. Find Student Job Ads

- Go to the [OPS Careers website](#) during the posting times above.
- Select ‘**Student**’ under the ‘**Career Level**’ field to see all student job ads. Job ads 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.



### Submitting Your Online Application

#### Important Tips for Your Application

- You must submit an online application **for each** student job you are interested in.
- You may apply to as many jobs as you like, but should only apply once to each job ad.
- If you make a mistake on your application, you may resubmit your revised application online before the deadline. When more than one application is submitted to the same job ad, only the most recent application received will be considered.



- You must complete **all mandatory questions** on the application form, which are indicated with a red asterisk “\*”. If you have trouble submitting your application, scroll to the top of your application to view any error messages.
- For questions where you can select multiple responses, hold the “**CTRL**” key on your keyboard (or “**Command**” key for a Mac) and select all of the options you wish to include.
- When browsing or applying, it is recommended you use the **Internet Explorer** web browser.
- You will receive a pop-up notification when you have five minutes left to submit an application. At this time, you can extend your session for an additional 30 minutes (your information will be saved if you choose to continue with the session).
- If you receive a notification that the application form has expired before you get a chance to submit, you will need to reload the page and fill out a new application.
- Check out the [Student Resume and Cover Letter Tip Sheet](#) to help you demonstrate your skills and qualifications.
- If you require **accommodation** to apply or to complete your application, contact [SEO@ontario.ca](mailto:SEO@ontario.ca) at least one week prior to the closing date of the competition.

## Complete the Following Fields on Your Application Form

- **Contact Information:** Provide all of your contact information and include your email address if you want to receive confirmation that your application was submitted successfully.
- **Location Preferences: Only** identify the cities you will be able to travel/commute to and work in. Check out the distance and travel options for the cities you select using [Google Maps](#). Do not select locations that you are not interested in working in over the summer.
- **Field of Study:** Select **up to three** fields of study. If you are in high school, you may include “High School – Currently Attending” as one of your selections.
- **Working Conditions:** Indicate all working environments and employment conditions that you are comfortable with, such as working outdoors, working shifts, etc.



- **Bilingual Skills:** Indicate if you are fluent in written and verbal French and English.
- **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 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 1 MB and is provided in one of the following formats: PDF, Word, plain or rich-text format (.pdf, .doc, .txt and .rtf).

## Confirming Your Submission

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

- **“Thank you for applying” splash page** immediately after submission.
- **Confirmation Email** within minutes of submitting your application if you completed the email address field on the application form. Check your junk mail/spam folders if the confirmation email does not appear in your inbox.
- Complete the short survey to share your feedback on the application process.
- If you do not see the confirmation splash page, contact [SEO@ontario.ca](mailto:SEO@ontario.ca) **BEFORE** the job ad deadline date. **Important:** We cannot assist with any application submission issues after the job ad deadline date. We are unable to accept late applications.



## After Applying

### The Selection Process

Applicants who are selected for an interview will be contacted by the hiring manager. This can be approximately 4 to 12 weeks after the job ad has closed. For more information, see the [FAQs](#) page.

Check out the resources provided on the [Summer Employment Opportunities](#) webpage to help you prepare for an interview and learn more about the Ontario Public Service.

### Still have Questions?

Check out the [FAQs](#) page for answers to many frequently asked questions. If you can’t find what you’re looking for, contact us at [SEO@ontario.ca](mailto:SEO@ontario.ca).

