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OCT 10 2018

JOB SUMMARY

LANGUAGE PROJECT LEAD **LIFE LONG LEARNING TASK FORCE**

Applications will be received by Grand River Employment & Training (GREAT) and Six Nations Elected Council up until **Wednesday October 31, 2018**, for the Language Project Lead. Employment Application Forms and Job Descriptions are available on the www.greatsn.com website. Online applications will now be accepted through recruitment@sixnations.ca. **NO LATE APPLICATIONS ACCEPTED.**

JOB SUMMARY: Under the direction of the of the Education Manager and the Chairperson of the Six Nations Education-Life Long Learning Task Force, the Language Project Lead's primary duties are: 1) to assist in developing the Community Language Strategy; and 2) compiling information for use by the Six Nations Education-Life Long Learning Task Force

SALARY: To be determined

BASIC QUALIFICATIONS:

- Must have a Bachelor's Degree- Onkwehonwe Language, Communication;
- OR**
- a diploma in Native Language or working on a degree in Native Language
- demonstrated communication skills (both written and oral) with preference given to those with teaching experience for second language learners
- Must have a valid "G" driver's license;
- Please see job description for more qualifications.

SUBMISSION PROCEDURE: (Choose one method ONLY):

Method #1:

1. Printed, filled in and authorized Six Nations Council Application for Employment Form.
2. Covering letter including your band name and number (if applicable). Please indicate in your letter how your education and experience qualifies you for this position.
3. A curriculum vitae / resume outlining relevant experience, educational background of this position as stipulated above.
4. Names and contact information for three (3) professional (including most recent supervisor), community, and/or academic references.
5. Place all documents listed above in a sealed envelope and mail to or drop off at:

Language Project Lead- Contract

Attn: Audrey Powless-Bomberry,
Chair of the Life Long Learning Task Force, Six Nations of the Grand River
c/o Reception Desk
Grand River Employment & Training (GREAT)
P.O. Box 69
Ohsweken, Ontario N0A 1M0

OR

Method #2:

1. Printed, filled in and authorized Six Nations Council Application for Employment Form.
2. Covering letter including your band name and number (if applicable). Please indicate in your letter how your education and experience qualifies you for this position.
3. A curriculum vitae / resume outlining relevant experience, educational background of this position as stipulated above.
4. Names and contact information for three (3) professional (including most recent supervisor), community, and/or academic references.
5. Scan and email all documents listed above to recruitment@sixnations.ca.

Six Nations Elected Council is an equal opportunity employer and will seek to accommodate the needs of individuals with disabilities in a manner that most respects their dignity. All candidates are encouraged to apply; Applicants from Six Nations and other First Nations will be given preference to deliver programs and services in a first nations community. Based on the need to provide qualified professional services, only those applicants meeting the minimum requirements will be invited for an interview.

Method #3:

1. Printed, filled in and authorized Six Nations Council Application for Employment Form.
2. Covering letter including your band name and number (if applicable). Please indicate in your letter how your education and experience qualifies you for this position.
3. A curriculum vitae / resume outlining relevant experience, educational background of this position as stipulated above.
4. Names and contact information for three (3) professional (including most recent supervisor), community, and/or academic references.
5. Hand delivered or mailed in a sealed envelope by 4 pm on the closing date to:

Six Nations Elected Council –Human Resource Building
1697 4th Line Road, Ohsweken, On N0A 1M0, or

Central Administration- Six Nations Elected Council
1695 Chiefswood Rd. Ohsweken, N0A 1M0

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APPLICATION FOR EMPLOYMENT
With the Six Nations Council

PART I GENERAL INFORMATION

Application for: (Job Title)			Closing Date:		
Name of Applicant:	First Name	Initial	Last Name	Band & Number(if applicable)	
Mailing Address (R.R.#, Blue # & Address)			Home Phone.	Alternate Phone No.	
City or Town or Village	Province	Postal Code		Email Address	
<p><i>Six Nations Elected Council is an equal opportunity employer and will seek to accommodate the needs of individuals with disabilities in a manner that most respects their dignity. All candidates are encouraged to apply; applicants from Six Nations and other First Nations will be given preference to deliver programs and services in a First Nations Community. Based on the need to provide qualified professional services only those applicants meeting the minimum requirements will be invited for an interview.</i></p>					
Do you have specific needs to be accommodated? If so, in what manner?	Do you have the valid required license(s)? <input type="checkbox"/> Yes <input type="checkbox"/> No	Do you have a valid First Aid/CPR Certificate? <input type="checkbox"/> Yes <input type="checkbox"/> No	Have you had WHMIS Training? <input type="checkbox"/> Yes <input type="checkbox"/> No		
<p>If you have previously worked for Six Nations Council, please answer the following:</p> <p>Length of time worked _____ Months _____ Year(s) Dates Employed: _____</p> <p>Reason for Leaving _____</p>					
<p>Permission for GREAT to keep a copy of application to assist in seeking/obtaining employment. <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Have you ever been convicted of a criminal offence for which a pardon has not been granted? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Do you wish to work <input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/> Temporary/Casual</p> <p>Some positions may require a medical examination as it pertains to the position and will be requested if you are the successful candidate. Would this present a problem for you? <input type="checkbox"/> Yes <input type="checkbox"/> No</p>					

PART II EDUCATION

Year Last Attended	Secondary School					College or University					Graduate or Professional				
	9	10	11	12	13	1	2	3	4	5	1	2	3	4	5
Level Completed															
Certificates, Diplomas, Degrees obtained															
Course of Study Taken															
List any specialized Training, Apprenticeship Skills, Awards, Professional Designations, and other Education															

PART III WORK HISTORY

I Present or Last Employer

Address:

Type of Business:

Telephone Number:

Your Job Title:

Period Employed:

Name & Title of Immediate Supervisor:

Your reason for Leaving:

Briefly describe your Duties & Responsibilities:

II Previous Employer

Address:

Type of Business:

Telephone:

Your Job Title:

Period Employed:

Name & Title of Immediate Supervisor:

Your reason for Leaving:

Briefly describe your Duties & Responsibilities:

III Previous Employer:

Address:

Type of Business:

Telephone Number:

Your Job Title:

Period Employed:

Name & Title of Immediate Supervisor:

Your reason for Leaving:

Briefly describe your Duties & Responsibilities:

We will be contacting your present and any previous employers listed for a reference check. Besides your Immediate Supervisor who else should we ask to speak with? (List name, job title & phone number)

1. _____
2. _____

****PLEASE READ CAREFULLY****

YOU ARE REQUIRED TO PROVIDE PROOF OF YOUR EDUCATIONAL QUALIFICATIONS AS IT PERTAINS TO THE JOB DESCRIPTION. PLEASE ATTACH A COPY OF YOUR DIPLOMA, DEGREE, CERTIFICATE OR TRANSCRIPT WITH YOUR COVERING LETTER, RESUME AND APPLICATION FORM

By signing this application you are consenting for this employer to contact your previous employers for references.

Authorization:

I have completed this application to the best of my ability and the foregoing statements are correct to the best of my knowledge. I do understand that any misrepresentation may disqualify me from employment or be cause for dismissal. If I am hired, I shall abide by all policies and procedures of the Six Nations Council which includes serving an initial probationary period.

Applicant's Signature

Date