

DATE: Thursday, May 19, 2022

TO: All Elementary and Secondary Principals and Vice-Principals

FROM: Cindy Francis, Senior Manager, Human Resource Services
Chavon Niles, Manager, Professional Development

RE: HWDSB Summer Job for Students

Background

Our facilities management team is currently accepting applications for Temporary Summer Cleaning Assistants. In the past, this has been a tremendous employment opportunity for secondary students or those transitioning to post-Secondary school.

Action Requested:

We would appreciate your help with forwarding the [job posting](#) to interested students. Students have until May 31, 2022 to apply to this great summer employment opportunity.

For Interested Students:

To apply for a summer student job, you need to complete the online application and questionnaire then submit your resume.

- We will send you an email confirming that we received your application. You must provide a valid email address and complete the personal profile.
- Make sure your resume is up to date with all important information outlining your skills and qualifications before starting the application process.

Direct link: [Apply Here](#)

Wondering what should be included in your resume? Ensure your resume contains the following information:

- Contact information
- Employment status
- Work experience/history
- Highlight qualifications, skills, and abilities
- Education and training
- Relevant history

If you require any support or have any questions, please contact: recruitment@hwdsb.on.ca.