

## EMPLOYMENT OPPORTUNITIES

### APPLY FOR JOBS AT THE CITY OF WINDSOR

#### **Does the City of Windsor accept general applications or resumes?**

No. The City of Windsor **does not** accept general resumes or applications. Resumes and applications will only be accepted for advertised positions or for the Clerical Supply Pool.

#### **What is the City of Windsor's Clerical Supply Pool and how can I apply?**

The supply pool is used to support our departments by providing individuals an opportunity to work on a temporary basis.

You are welcome to e-mail your resume to [hrdiv@citywindsor.ca](mailto:hrdiv@citywindsor.ca) noting that you are applying to the Clerical Supply Pool. Alternatively, an application for the pool can be obtained through the Human Resources Department.

#### **What are the requirements to get a job at the City of Windsor?**

Each job vacancy has unique requirements. You will find specific requirements listed on each job vacancy.

#### **Where can I obtain complete details regarding job vacancies available to the public, educational requirements and the application process?**

You may choose one of the following options:

- Visit the City of Windsor website at [www.citywindsor.ca](http://www.citywindsor.ca) and link onto "Employment Opportunities". This will keep you up to date with the latest employment opportunities as well as provide you with additional information regarding the Clerical Supply Pool. For those without a home computer, the website may be accessed at any Windsor Public Library branch.
- Visit the Human Resources Department at 400 City Hall Square East, Suite 408, to view our "Job Board".
- You may visit one of our Customer Care Centres located at:

#### **Forest Glade Community Centre**

3211 Forest Glade Drive

#### **Adie Knox Herman Recreation Complex**

1551 Wyandotte Street West

#### **Optimist Community Centre**

1075 Ypres Boulevard

#### **Gino A. Marcus Community Centre**

1168 Drouillard Road

#### **South Windsor Recreation Complex**

2555 Pulford Avenue

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- You may call our automated job line at (519) 255-6515.
  - You may call Windsor City Services by dialing:
    - 3-1-1 (within City limits)
    - (519) 255-2489 (outside City limits)
    - 1-877-746-4311 (long-distance)
    - 1-866-488-9311 (TTY)

### Where do I drop off my resume or application?

Resumes or applications can be submitted in the following ways:

- By mail or in person to:
  - City of Windsor
  - Human Resources Department
  - 400 City Hall Square East, Suite 408
  - Windsor, ON N9A 7K6
- In person to any of our Customer Care Centres previously listed
- Via email: [hrrdiv@citywindsor.ca](mailto:hrrdiv@citywindsor.ca)
- Via fax: (519) 255-6504

**\* Please take note of the closing date of the job vacancy you are applying for. Resumes received after the closing date will not be considered.**

### Does the City of Windsor hire students?

The City hires students for work during the summer months through a job lottery system. Online applications are typically available in December and January of each year. Please visit [www.citywindsor.ca](http://www.citywindsor.ca), click on 'Employment Opportunities' and scroll to the "Student Lottery" section.

The City also utilizes co-operative education and work placement students through their educational institution or agencies. For more information, please visit the website or call the Human Resources Department.

### Did the City of Windsor receive my resume?

Please call (519) 255-6515 to inquire as to whether your resume was received. So that we may service you better, please provide the following information:

- Your name
- Title of the position you applied for
- The posting number, which would have been located on the job vacancy

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**If I applied for an advertised position, when will I hear from someone?**

Only those applicants short-listed will be contacted. If you would like to enquire as to the status of your application, please call the Human Resources Department at (519) 255-6515.

Human Resources is committed to providing a full range of personnel services to all Corporate departments by means of a consistent, cost effective, innovative, valid and reliable service in an expedient fashion while observing the collective agreement and all legislative requirements.

The Human Resources Department endeavours to promote fairness and equity in a quality work environment through the development and delivery of corporate-wide policies and procedures, various employee programs aligned with both the Corporate Strategic and Community Strategic Plans while maintaining harmonious relations with the Bargaining Units and Associations.

**For General Inquiries Regarding the Corporation of the City of Windsor:  
Please Call City Services by  
Dialing 3-1-1**

**For Specific Inquiries Regarding Services Provided by the Human Resources  
Department:**

**The Corporation of the City of Windsor  
Human Resources Department  
400 City Hall Square East, Suite 408  
Windsor, ON N9A 7K6**

**Phone: (519) 255-6515  
Fax: (519) 255-6504  
Email: [hrdiv@citywindsor.ca](mailto:hrdiv@citywindsor.ca)  
Website: [www.citywindsor.ca](http://www.citywindsor.ca)**