



**Intake 25 & 26 applications will ONLY be accepted from  
March 20 – 31, 2017**

Hammer Heads Application Form  
Central Ontario Building Trades  
2088 Weston Rd., Toronto  
M9N 1X4  
Phone (416)449-5115  
Fax (416)449-5124

**Applications will ONLY be accepted with ALL of the following components attached:**

- High School Transcript**
  - **A minimum of Grade 10 Math, English and Science is required – these credits must be Ontario equivalent**
  - **Only official Ontario high school transcripts will be accepted; Credit Counselling Summaries are no longer acceptable**
- Professional Resume**
- Signed Hammer Heads Application and Interview Process Form**
- Signed Applicant Consent Form**

## **Hammer Heads Application & Interview Process**

In an effort to properly prepare your applicants, we have compiled the following list of what we expect from referring agencies and applicants and what applicants can expect if they are contacted for an interview. This list of guidelines was created to provide you with more detailed information pertaining to how to screen potential referrals and how to best prepare those referrals for the application and interview process.

This process is taken very seriously and requires that referring agencies screen potential candidates strenuously to determine their fit and compatibility for our unique program. In addition to training participants and providing employment opportunities within the skilled construction trades, the Hammer Heads Program is a twelve week “boot camp” which prepares participants for the stress and rigors they will face on a construction jobsite.

The process begins at the referral level. Referring agencies must consider the resulting employment potential and job-readiness of their referral for a career within the construction industry, which is the ultimate goal of the program. Our program is highly competitive with only fifteen candidates selected per intake. It is imperative that applicants understand this process so please ensure you go over this list in detail with your referral.

### **APPLICATION & INTERVIEW PROCESS:**

- 1) Hammer Heads is NOT a link to a specific trade and we will not accept applicants that are only interested in a specific trade.**
- 2) Our application process and criteria will be strictly adhered to with no exceptions. Applicants must be aged 18 – 26 and reside in a priority or under-resourced neighbourhood in Toronto.**
- 3) Each intake will have a corresponding application form which will be accessible on our website. Only the application form for that specific intake will be accepted. Older versions of our application forms will no longer be accepted.**
- 4) Applications will only be accepted during the application window posted on our website. Applications received after the deadline will not be accepted or contacted with no exceptions.**
- 5) If a candidate has already applied twice and has not been selected, a letter from the **APPLICANT** must accompany the third application outlining the significant changes the applicant has made since the previous application.**
- 6) Only complete applications will be considered for an interview. Complete applications must include:**
  - **Application Form**
    - The ***information portion*** of the form is divided into two sections: one for the applicant and one for the job coach/referring agency. Each section must be filled out in its entirety.
    - The ***question portion*** of the form must be filled out legibly by the applicant in the applicant’s own handwriting
  - **Resume**
    - Resume should be current and include work history.

- High School Transcript
    - In order to meet the minimum eligibility requirements, candidates must have completed and passed each of the following three Grade 10 Ontario courses: English, Math and Science.
    - Only official Ontario high school transcripts or Ontario GED's will be accepted. Credit Counseling Summaries will not be accepted.
  - Signed Hammer Heads Application & Interview Process Form
  - Signed Applicant Consent Form
  - At the time of submission, applications missing any of the above components will not be accepted. If all documentation is not in order, applications will be rejected. **There will be no exceptions.**
- 7) Candidates who are eligible for an interview will be contacted **via e-mail** with all interview date, time and location information.
- 8) Candidates **cannot be late** for their interview. Late arrivals will be turned away at the door and will **not** be interviewed. There will be no exceptions.
- 9) Candidates must dress and conduct themselves in a professional manner at all times.
- 10) This interview will be conducted by a panel comprised of Hammer Heads staff and, when possible, a representative of our Youth Advisory Committee.
- 11) The candidate's photograph will be taken. This photograph is used strictly for interview purposes, making it easier for the panel to ensure their notes match the correct candidate.
- 12) At the end of the interview, the candidate will be advised that Hammer Heads' staff will be in contact **via e-mail** to inform them of one of the following possible outcomes:
- The candidate is required for another panel interview
  - The candidate has been selected to participate in the program
  - The candidate has not been selected to participate in the program

Please be aware, this is now a part of the application and needs to be clearly explained to all referrals. Each of these guidelines will be strictly enforced. Failure to meet with the above criteria will automatically preclude applicants from being considered for the program. It is also imperative that we have current contact information for all referring Youth Workers to ensure we can communicate with you in a timely manner, if necessary.

\_\_\_\_\_  
Applicant Print Name                      Applicant Signature                      Date

I, \_\_\_\_\_, by signing below, hereby acknowledge I have fully explained the above  
(Youth Worker Print Name)  
criteria to the above applicant and I confirm that this applicant is a resident of the City of Toronto.

\_\_\_\_\_  
Youth Worker Print Name                      Youth Worker Signature                      Date

**Applicant Information: Each field MUST be completed**

<b>Full Name:</b>		
<b>E-mail Address:</b>		
<b>Address:</b>		
<b>City:</b>		<b>Postal Code:</b>
<b>Phone # 1:</b>		<b>Phone # 2:</b>
<b>Age:</b>	<b>D.O.B (Day/Month/Year):</b>	<b>Gender:</b> Male Female
<b>Valid Drivers License (circle):</b> G1 G2 G	<b>Do you have a vehicle?</b> Yes No	<b>Legally able to work in Canada:</b> Yes No
<b>Highest grade level you completed with 50% or greater in each of the following subjects:</b>		<b>Do you have a high school diploma?</b> Yes <input type="checkbox"/> No <input type="checkbox"/>
<b>Math</b> Gr. 10 <input type="checkbox"/> Gr. 11 <input type="checkbox"/> Gr. 12 <input type="checkbox"/> <b>English</b> Gr. 10 <input type="checkbox"/> Gr. 11 <input type="checkbox"/> Gr. 12 <input type="checkbox"/> <b>Science</b> Gr. 10 <input type="checkbox"/> Gr. 11 <input type="checkbox"/> Gr. 12 <input type="checkbox"/>		<b>How many times have you applied to Hammer Heads, including this time:</b> 1 <sup>st</sup> time <input type="checkbox"/> 2 <sup>nd</sup> time <input type="checkbox"/> 3 <sup>rd</sup> or more <input type="checkbox"/>
<b>Emergency Contact Name &amp; Relationship:</b>		<b>Emergency Contact Phone Number:</b>

**Job Coach/Youth Worker Information:**

<b>Name:</b>	
<b>Agency Name:</b>	
<b>Telephone #:</b>	
<b>E-mail Address:</b>	
<b>Address of Office of Referring Agency:</b>	
<b>City:</b>	<b>Postal Code:</b>
<p><b>If this applicant is selected, how will they support themselves while in the program?</b>  <input type="checkbox"/> Employment Insurance   <input type="checkbox"/> Ontario Works   <input type="checkbox"/> Other (please specify below)</p>	
<p><b>How long have you been personally working with this individual?</b>  <input type="checkbox"/> 0 – 3 months   <input type="checkbox"/> 3 – 6 months   <input type="checkbox"/> 6 – 9 months   <input type="checkbox"/> 9 months – 1 year   <input type="checkbox"/> over 1 year</p>	
<p><b>How long has this individual been connected to your organization?</b>  <input type="checkbox"/> 0 – 3 months   <input type="checkbox"/> 3 – 6 months   <input type="checkbox"/> 6 – 9 months   <input type="checkbox"/> 9 months – 1 year   <input type="checkbox"/> over 1 year</p>	
<p><b>Has this applicant completed any pre-interview training or preparation?</b>  <input type="checkbox"/> Yes   <input type="checkbox"/> No                  If yes, please indicate which organization conducted this training?</p>	

**Job Coach/Youth Worker: Please ensure the participant has the following supports arranged before applying to the program:**

Support		Details
Child Care		
Housing / Shelter		
Identification		
Outstanding Court Date(s)		



*How will Hammer Heads change your life and the lives of those around you?*

*Tell us why you think you would be a successful Hammer Head?*





**APPLICANT CONSENT**

This form is for the purpose of both a consent to exchange information and a consent to be photographed for interview purposes only.

I, \_\_\_\_\_(applicant), the undersigned, hereby consent to the exchange of information between Hammer Heads, the Central Ontario Building Trades and \_\_\_\_\_(name of referring agency).

The information to be shared is to support my employment goals and assist in my application.

In signing below, I am granting Hammer Heads and the Central Ontario Building Trades the right and authority to photograph me and releasing any right, title and/or interest of any kind I may have in the records produced. This photograph is for internal purposes only. This release is effective until revoked in writing. Such revocation will only be effective to prevent any expanded use of photographs.

\_\_\_\_\_  
Applicant Print Name                      Applicant Signature                      Date

\_\_\_\_\_  
Youth Worker Print Name                      Youth Worker Signature                      Date