



<i>HEU Office Use only:</i>	<i>Copied to:</i>
<input type="checkbox"/> Y <input type="checkbox"/> N HEU Member <input type="checkbox"/> Entered in Excel <input type="checkbox"/> Acknowledgement letter sent <input type="checkbox"/> Notification letter sent	<input type="checkbox"/> Clerical Binder <input type="checkbox"/> Finance Binder <input type="checkbox"/> IT Binder <input type="checkbox"/> Servicing Representative Binder

ANNUAL WORK OPPORTUNITY FOR 2010

Deadline: Monday, March 1, 2010 at noon

Facility Name:	Local Name:
Department you are currently working:	Work phone and extension:
Job Title:	Rate of Pay: \$

Last Name:	First Name:
Home Address:	Telephone Numbers: Home phone: Cell/pager:
Postal Code:	e-mail address:

<p>Check which area(s) you would like to apply for:</p> <p>___ Administrative Assistant</p> <p>___ Finance (Provincial Office (PO) site only)</p> <p>___ Systems Analyst (IT) (PO site only)</p> <p>___ Servicing Representative</p>	<p>Qualifications for Administrative Assistants: Minimum 50 wpm and must be proficient in Excel and Word.</p> <p>Qualifications for Finance: Minimum 3 years experience in an accounting/finance role; proficiency in Excel and with accounting software; and intermediate level knowledge of principles, methods and procedures of accounting.</p> <p>Qualifications for Systems Analyst: Grade 12 including/supplemented by post-secondary courses, training in computer technologies with 3 years related experience or an equivalent combination of education, training and experience. Microsoft certificate would be an asset.</p>
---	---

<p>Select office(s) you are able to work from:</p> <p><input type="checkbox"/> Provincial Office – Burnaby <input type="checkbox"/> Victoria</p> <p><input type="checkbox"/> Prince George <input type="checkbox"/> Nelson <input type="checkbox"/> Kelowna</p>

**If you are applying for a Servicing Representative position (please fill out this page)
Please note: This application must be completed in its entirety. Incomplete application forms
will not be considered.**

Name: _____ Local: _____

___ Shop Steward from: _____ to: _____

___ Chief Shop Steward from: _____ to: _____

___ Executive Member from: _____ to: _____

___ Site Rep. from: _____ to: _____

___ OH&S Rep. from: _____ to: _____

___ HEU Committee Member Name Committee: _____

from: _____ to: _____

Other Activism Work:

_____ from: _____ to: _____

_____ from: _____ to: _____

_____ from: _____ to: _____

_____ from: _____ to: _____

Union Education Courses: Date:

___ Intro Shop Steward _____

___ Advanced Shop Steward _____

___ Know & Enforce Your Rights _____

___ Intro OH&S _____

___ Advanced OH&S _____

___ Classification _____

___ Facilitators _____

___ Summer School _____

___ Organizing Workshop _____

___ Other Relevant Education or Experience: _____

Please **attach your résumé to this form** and mail, fax or email to:

ATTENTION: Patti da Silva
Human Resources Dept.
Hospital Employees' Union
5000 North Fraser Way
Burnaby, BC V5J 5M3

Fax: 604-739-1510 (fax sheet enclosed)

Email address: pdasilva@heu.org

You will receive confirmation of receipt by email or return mail.

Important:

Only for members applying for a Servicing Representative position:

- 1. You must fill out the summary of Relevant Experience (page 2).**
- 2. Essay should be 300 – 400 words to assess your ability to communicate in writing. The topic of your essay is “To identify key changes made in the last round of bargaining of the Collective Agreement that you are covered by and the positive/negative impacts of those changes in the worksite.”**

The deadline for submitting applications is: **12:00 noon, Monday, March 1, 2010**

If you do not receive confirmation of receipt, or require more information, please call Patti da Silva at: 1-800-663-5813 ext. 7051 or 604-456-7051, or email Patti at pdasilva@heu.org

FAX COVER SHEET FOR THE ANNUAL WORK OPPORTUNITY – 2010

Deadline: Monday, March 1, 2010 at noon

To: Patti da Silva

Fax#: 604-739-1510

Total Pages Faxed: _____ (including cover sheet)

From: _____