

TRANSFER SITE CUSTODIAN - APPLICATION FORM

1. APPLICANT INFORMATION

Full legal name *

Preferred name

Mailing address *

City / Province / Postal code *

Primary phone *

Email address

Date of application (YYYY-MM-DD) *

Earliest available start date

2. AVAILABILITY

The position generally works two or three days per week depending on the season, plus designated holiday Mondays. Check every shift you are normally available to work.

☐ Summer Wednesday: 11:00 a.m. - 5:00 p.m.

☐ Summer Saturday: 10:00 a.m. - 3:00 p.m.

☐ Summer Sunday: 9:00 a.m. - 4:00 p.m.

☐ Holiday Mondays, May-September: 1:00 p.m. - 4:00 p.m.

☐ Winter Wednesday: 11:00 a.m. - 5:00 p.m.

☐ Winter Sunday: 11:00 a.m. - 4:00 p.m.

Can you reliably work the scheduled transfer site hours?

Yes

No

Are you available for weekend and designated holiday shifts?

Yes

No

Availability limitations or scheduling notes

Position type: Casual contract position. Location: Transfer Site near Turtleford, Saskatchewan. The successful contractor reports to the Maintenance Supervisor/Municipal Foreman and works closely with the Transfer Site Attendant.

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3. EMPLOYMENT AND RELEVANT EXPERIENCE

Current or most recent employer

Position / title

Dates employed

Main duties and responsibilities

Relevant transfer site, waste handling, public service, cash handling, and record-keeping experience

4. SKILLS AND QUALIFICATIONS

Check all areas in which you have relevant experience:

- | | |
|--|---|
| ☐ Public service and communication | ☐ Cash handling, fees, and receipts |
| ☐ Data entry, records, and reporting | ☐ Independent work with minimal supervision |
| ☐ Cooperative teamwork | ☐ Waste sorting or transfer site operations |
| ☐ Site inspections and hazard reporting | ☐ Outdoor cleanup and light material sorting |

Other relevant training, certificates, equipment experience, or qualifications

5. WORKING CONDITIONS AND SAFETY

- | | | |
|--|-----|----|
| Can you work outdoors in changing weather and site conditions? | Yes | No |
| Can you wear required PPE: long pants, safety vest, and steel-toed footwear? | Yes | No |
| Can you remain onsite for full shifts and move safely around the site? | Yes | No |
| Will you provide a clean criminal record check if selected? | Yes | No |

Optional accommodation information for the application or interview process

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6. JOB-RELATED QUESTIONS

How would you respond to a ratepayer who disputes a fee or brings prohibited material?

How do you ensure accuracy with payments, receipts, and records?

How would you respond to a safety concern, prohibited waste, damage, or maintenance issue?

POSITION REMINDER

The Custodian works independently and with the Transfer Site Attendant to serve ratepayers, collect fees, maintain records, monitor safety, and keep the site clean and organized.

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7. REFERENCES

Please provide two work-related references. References will only be contacted as part of the selection process.

Reference 1

Name

Professional relationship

Phone

Email

Organization

Reference 2

Name

Professional relationship

Phone

Email

Organization

8. APPLICANT CERTIFICATION

I certify that the information provided in this application is true and complete to the best of my knowledge. I understand that false or misleading information may disqualify me from consideration or result in termination of the contract. I authorize the RM of Mervin to contact the references listed above for employment-related purposes.

Applicant signature (type full name) *

Date (YYYY-MM-DD) *

SUBMISSION

Submit the completed application to the RM of Mervin office. For submission details or questions, call 306-845-2045, email rm499@rmofmervin.com, or visit rmofmervin.ca.

Personal information will be used only for recruitment and selection purposes.