

Application Form

WBF Suncor Millennium Haul Truck Operator Program

Thank you for your interest in the Women Building Futures and the Suncor Haul Truck Operator Program.

Course start date is September 21, 2017.

We recommend attending a WBF and Suncor Webinar or Forum before you apply. Creating a free profile through the Portal on www.womenbuildingfutures.com will provide access to register for Webinars or Forums and to learn more about all of the Courses and Programs offered at WBF.

When emailing the application include "Suncor Millennium Mine 4" in the subject line and include your documents as one attachment. Refer to [Section 8](#) for application submission requirements. Please submit applications to: application@womenbuildingfutures.com.

PLEASE NOTE:

- For greater application success, we encourage you to apply early.
- Include all supporting documentation with application.
- **Application deadline is noon June 21, 2017** – late applications and incomplete applications will not be considered.

IMPORTANT INFORMATION:

Students will have their tuition covered by Suncor Energy Inc. For a portion of the program, students will train at the Suncor Millennium Mine site near Fort McMurray. Successful students will be considered for employment with Suncor Energy Inc. and be evaluated through Suncor's human resource screening process.

Please direct all inquiries about this program to WBF only.

Instructions and Program Requirements

Read all the questions carefully and answer them completely.

Must include the following with your application:

- ☐ Resume
- ☐ Proof of High School Diploma or GED (accredited by a provincial board of education – copy of diploma or certificate)
- ☐ Clear Photocopy of Class 5 driver's license – unrestricted (NO GDL)
- ☐ Driver's abstract – 5 years
- ☐ 3 strong work references – Section 6 of application

Applicants must meet the following entrance requirements to be accepted into the program:

- ☐ Ability and willingness to work a rotating schedule of 3 days/3 nights/6 off of 12 hour shifts in a 24/7/365 operation
- ☐ Permanent resident in the Regional Municipality of Wood Buffalo
- ☐ Pass SureHire drug, alcohol and fitness to work screening - Physically fit and in good health (i.e. agility, lifting, stairs, climbing, vision, hearing)
- ☐ High school diploma or GED equivalency
- ☐ Valid Class 5 driver's license without restrictions (no GDL) or other provincial equivalent
- ☐ Clear Criminal record check – will need to provide at time of interview
- ☐ Mechanical aptitude
- ☐ Basic computer skills
- ☐ Highly motivated, positive attitude
- ☐ Reliable child care in place, if applicable

Due to the anticipated high volume of applications, only those top applicants who most closely meet the program entrance requirements and conduct a thorough career investigation will be selected to proceed to the Assessment stage.

Course Withdrawals & Cancellations

Course Acceptance:

WBF reserves the right to determine final applicant acceptance into all courses at any point in the application process.

Course Withdrawals:

Accepted students who withdraw ten business days or less from the start of their course will be charged \$100 to recover Women Building Future's administrative costs.

Course Cancellations:

WBF reserves the right to cancel programs. In the unlikely event of this occurrence, every effort will be made to notify students with as much advance notice as possible by phone or email. In such cases, a full refund will be provided.

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Program Selection		
Have you previously applied for a program at WBF?	<input type="checkbox"/> no	<input type="checkbox"/> yes Last date applied: _____
If yes, what program did you apply for? _____		
Have you previously applied directly to Suncor Energy?	<input type="checkbox"/> no	<input type="checkbox"/> yes Last date applied: _____
If yes, have you been interviewed or assessed by Suncor Energy? <input type="checkbox"/> no <input type="checkbox"/> yes		

Personal information collected during the application process is used only for the purposes of determining acceptance into WBF programs. Information is stored securely and is not shared with any other parties without express written informed consent. See last page of application for our privacy agreement.

Section 1 – Applicant Information			
Last Name	First Name	Date of Birth	
Home Phone	Cell Phone	Email	
Address (Apt, Street & Number)			
City	Province	Postal Code	
What is your citizenship status in Canada?	<input type="checkbox"/> Canadian Citizen	<input type="checkbox"/> Permanent Resident	<input type="checkbox"/> Other
Do you hold a valid driver's license?	<input type="checkbox"/> Yes	What Class? _____	<input type="checkbox"/> No
Do you currently live in the Municipality of Wood Buffalo?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Are you able to work a rotating schedule of 3 days/3 nights/6 off?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Are you able to pass Drug and Alcohol and Fitness to work screening prior to be accepted into this program?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Are you able to work 12 hour shifts?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Are you able to work 12 hour overnight shifts?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Do you have 5 years of continual full-time employment?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
If you wish to declare you are an Indigenous person, please specify which community you are from: _____	<input type="checkbox"/> Status First Nation	<input type="checkbox"/> Métis	
	<input type="checkbox"/> Non-Status First Nation	<input type="checkbox"/> Inuit	
Would you like someone from our Indigenous Engagement Team to contact you?			<input type="checkbox"/> Yes <input type="checkbox"/> No

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Section 2 – Payment & Income Information

How will you be covering your living expenses during the WBF in class portion of the program?

☐ Savings ☐ Loan/Credit ☐ Family support

Current Income – information is kept confidential and is used for WBF program impact assessment

Current Source of Income :	<input type="checkbox"/> Employment	<input type="checkbox"/> Alberta Works	<input type="checkbox"/> Employment Insurance (EI)	Monthly Income: \$
	<input type="checkbox"/> Other, please specify:			Hourly Income: \$
Have you received EI in the past 5 years?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	If yes, what type:	
Have you applied for or received a training grant in the last 5 years?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	If yes, what was it called:	

Section 3 – Employment History

Starting with the most recent, list all the employers you worked for in the past 5 years. If you need more space, put the additional information on a separate page and attach it to the application form.

Employer Name:			
Employer address:		From:	To:
Phone:	E-mail:	Fax:	
City:	Province:	Postal Code:	
Position:	<input type="checkbox"/> Hourly \$	<input type="checkbox"/> Salary \$	
Reason you left:			

Employer Name:			
Employer address:		From:	To:
Phone:	E-mail:	Fax:	
City:	Province:	Postal Code:	
Position:	<input type="checkbox"/> Hourly \$	<input type="checkbox"/> Salary \$	
Reason you left:			

Employer Name:			
Employer address:		From:	To:
Phone:	E-mail:	Fax:	
City:	Province:	Postal Code:	
Position:	<input type="checkbox"/> Hourly \$	<input type="checkbox"/> Salary \$	
Reason you left:			

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Section 4 – Education & Training

Please indicate the highest level of education you have completed:

<input type="checkbox"/> Grade 7-9	<input type="checkbox"/> Grade 10-12	<input type="checkbox"/> High School Diploma	<input type="checkbox"/> GED
<input type="checkbox"/> 1 year Certificate	<input type="checkbox"/> 1 Year Diploma	<input type="checkbox"/> 2 Year Certificate	<input type="checkbox"/> 2 Year Diploma
<input type="checkbox"/> Bachelor Degree	<input type="checkbox"/> Master's Degree	<input type="checkbox"/> Trade Certificate	<input type="checkbox"/> Journeyman Certificate

Training

Please indicate any training programs/courses that you attended in the past **15 years**. If you need more space, put the additional information on a separate page and attach it to the application form.

Name of School:			
Program/Course:		From:	To:
Did you receive funding for this program/course?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, from where?	
Did you complete the program/course?	<input type="checkbox"/> Yes <input type="checkbox"/> No		
If no, please briefly explain why:			

Name of School:			
Program/Course:		From:	To:
Did you receive funding for this program/course?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, from where?	
Did you complete the program/course?	<input type="checkbox"/> Yes <input type="checkbox"/> No		
If no, please briefly explain why:			

Name of School:			
Program/Course:		From:	To:
Did you receive funding for this program/course?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, from where?	
Did you complete the program/course?	<input type="checkbox"/> Yes <input type="checkbox"/> No		
If no, please briefly explain why:			

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Section 5 - Career Investigation

To fulfill the vision of Women Building Futures of empowering women to succeed in non-traditional careers, we require you to do some research about your chosen career path to ensure you have a good understanding of what a career as a Haul Truck Operator involves. This information will assist us in assessing your readiness to enter into one of our programs.

Here are some suggestions to help you with completing this section:

- Focus on gathering information on skills, abilities, employment trends, salary information and occupational descriptions.
- Visit your local [Labour Market Information Centre](#) for information and assistance on how to research haul truck operating.
- Consider connecting with Haul Truck Operators using social media. Most people you know will know someone who works in the mining industry and may be able to provide you referrals to interview.

You are required to contact a minimum of **2 Haul Truck Operators with mining experience** for this application to be considered complete.

- **Research mining haul truck operating before you start your interviews.** Personalize your questions to ensure you get the information you need for your decision-making. Be conscious about when you are calling them, and make sure that they have time to talk to you. ***This process can take some time so do not get discouraged.***

Training required for Haul Truck Operators

1. What is the process to become a Haul Truck Operator?

2. Are there any prerequisites (courses, certificates, etc.) required to get into haul truck operations?

a) List the prerequisites you already have:

b) List the prerequisites you don't have, but will need:

3. Please explain your understanding of the training you will receive.

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Employment Opportunities as a Haul Truck Operator

1. It is important to know there is available work as a Haul Truck Operator. Do some research into the following:

a. What is the current demand for people entering this field?

b. What is the future outlook?

c. Where did you get this information?

2. What salary can you expect when you start and after 5 years?

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Career Investigation - Interviewing

1. Now that you have done some research, you need to interview **2 Haul Truck Operators (with mining experience)**. Use this as an opportunity to learn as much as you can. Personalize your questions. Be thorough. Remember to be considerate of your interviewee's time and schedule.

a. Contact Name: _____ Occupation: _____ Years of Experience: _____

Type of Truck Operated: _____

Company Name, Address and Phone:

Hours of Work (shifts, weekends, overtime, availability)

Places of Work (environment, sectors, location accessibility, paperwork/academics, workplace expectations)

Physical Expectations (strength, daily tasks, fitness level, challenges)

Occupational Health & Safety Considerations (health risks, workplace risks, long term effects, work/life balance)

Other notes from the conversation:

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b. Contact Name: _____ Occupation: _____ Years of Experience: _____

Type of Truck Operated: _____

Company Name, Address and Phone:

Hours of Work (shifts, weekends, overtime, availability)

Places of Work (environment, sectors, location accessibility, paperwork/academics, workplace expectations)

Physical Expectations (strength, daily tasks, fitness level, challenges)

Occupational Health & Safety Considerations (health risks, workplace risks, long term effects, work/life balance)

Other notes from the conversation:

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2. From your conversations, what is your understanding of what Haul Truck Operators actually do in the job? List as many typical duties as you can.

a. _____

b. _____

c. _____

d. _____

3. What do they like most/least about their work?

4. What did you learn from talking to the people you interviewed?

5. How do the career demands and employer expectations of this occupation fit with your current life circumstance? What challenges could you experience that may require additional support?

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Section 6 – Personal Decision Making and Readiness

If you need more space to answer the questions completely, put the additional information on a separate page and attach it with the application form.

1. Tell us about the research you have done to help you choose this career path.

2. What kind of skills and qualities do you think someone needs to be a successful Haul Truck Operator?

3. Why do you think a career as a Haul Truck Operator is a good fit for you?

4. It is not mandatory that you have experience in heavy equipment operating but if you do, please tell us about it. You can also list any related skills you may have (i.e. driving, farm equipment, construction).

5. Do you have any current or past health or physical limitations that would affect your ability to do this kind of work (i.e. lifting, crawling, confined spaces, heights, medical conditions, vision, hearing, night work)?

☐ Yes ☐ No

If yes, what are they?

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6. Do you have children?

☐ Yes ☐ No

Your ability to get to work every day and on time is a huge key to your success. If you have children, please indicate that you have childcare in place plus two proven backups.

An effective childcare plan takes into consideration that shifts are 12 hour days and nights.

Main child care provider name:		Telephone:
1 st Backup childcare provider name:		Telephone:
2 nd Backup childcare provider name:		Telephone:
Number of Children:	Ages:	

What is your plan should these childcare providers become unavailable? How will you ensure you don't miss any training or work?

If your child/children are not in your custody please provide all relevant information on their care:

7. WBF training programs mirror industry demands and therefore require full discipline and attendance. Check the boxes below and indicate your level of readiness on a scale of 1 to 10 (**1 high** level of readiness -- **10 low** level of readiness).

I am currently:

Indicate Level 1 - 10

- | | | |
|--|---|-------|
| a. ready, able, and committed to attend class and work every day | <input type="checkbox"/> Yes <input type="checkbox"/> No | _____ |
| b. academically and physically capable of training and work | <input type="checkbox"/> Yes <input type="checkbox"/> No | _____ |
| c. organized | <input type="checkbox"/> Yes <input type="checkbox"/> No | _____ |
| d. have a stable life | <input type="checkbox"/> Yes <input type="checkbox"/> No | _____ |
| e. financially stable to meet my needs plus emergencies | <input type="checkbox"/> Yes <input type="checkbox"/> No | _____ |
| f. in good health | <input type="checkbox"/> Yes <input type="checkbox"/> No | _____ |
| g. have arranged child care and back-up for emergencies | <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A | _____ |
| h. a resident of the Municipality of Wood Buffalo | <input type="checkbox"/> Yes <input type="checkbox"/> No | _____ |

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8. How would being in school impact your life?

9. How would this opportunity impact your life?

10. What are your plans to ensure you are able to cover all your monthly expenses while in the program?

11. Please indicate your knowledge of the Fort McMurray area and what this is based upon.

12. Please provide three references, (a minimum of 3 work references) plus any others that are applicable. Please be aware that in providing this information, these individuals may be contacted as part of your application process.

You will need to complete the consent for release of information on the last page of this application. No one will be contacted without your prior consent.

Contact Name	Position	Company	Telephone

13. Explain why you want to work for Suncor Energy Inc. at the Millennium Mine site.

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Section 7 – Protection of Privacy and Declaration/Consent for Release of Information

Protection of Privacy:

The personal information on this form is collected under the authority of Section 33 of Alberta's Freedom of Information and Protection of Privacy Act for purposes such as admission and registration, administration of records and student services. Students' personal information may be disclosed to academic and administrative units according to Women Building Futures policy, federal and provincial reporting requirements and Student Funding Associations. For details on the use and disclosure of this information contact: Women Building Futures, 10326 – 107 Street, Edmonton, AB T5J 1K2, Telephone: 780-452-1200.

Declaration:

- I hereby certify that all statements made in connection with this application are true and complete.
- I understand that this information is provided as an application to a Women Building Futures Training Program only, and does not constitute acceptance to the Program.

Consent for Release of Information:

I, _____, consent to the exchange of any records, assessments, test results, and other documentation concerning myself, between Women Building Futures Society authorized individuals for the purpose of determining my suitability for this program at this time.

Signature:	Date:
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*If you are sending this application form electronically, please type out your full name in the signature line to indicate you have read and understood Section 7 of the application form.

I have included the following attachments with this application:

- ☐ Resume
- ☐ Proof of High School Diploma or GED (accredited by a provincial board of education – copy of diploma or certificate).
Please do not send originals.
- ☐ Copy of Class 5 driver's license – unrestricted
- ☐ Driver's abstract – 5 years
- ☐ 3 strong work references – Section 6

Section 8 – Application and Submission Tips

Completing the application Form:

1. Part of the assessment for acceptance into the WBF Suncor Haul Truck Operator Program will be the quality of your application submission. We encourage you to reflect your career investigation knowledge.
2. Answer all questions fully.

Submitting your application:

1. All of the above attachments must be submitted for your application to be considered.
2. Include all attachments at the time of submission (scan with the application or as one separate document).
3. You will receive an email confirming that we received your application and documents.
4. Due to the expected high volume of applications, **only those applications that are shortlisted will be invited to an Assessment.**
5. **Submit your application via email to application@womenbuildingfutures.com.** Include "Suncor Millennium Mine 4" in the subject line of your email and submit all documents as one attachment in **PDF or WORD format only**.