

Application Form

WBF Suncor Fort Hills

Heavy Equipment Operator Program

Thank you for your interest in the Women Building Futures and WBF Suncor Heavy Equipment Operator Program.

Course start date is November 6, 2017.

We recommend attending a WBF 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 Fort Hills 2" 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 August 9, 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 live and train at the Suncor Fort Hills site north of Ft. McMurray. Successful students will be considered for employment with Suncor Energy Inc. and be evaluated through Suncor Energy'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 considered for this program:

- ☐ Ability and willingness to work a rotating camp schedule of 7 on/7 off 12 hour shifts in a 24/7/365 operation
- ☐ Strong work history – past 5 years of fulltime employment
- ☐ 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
- ☐ Permanent resident within 150 km radius of Suncor travel hubs in Edmonton, Calgary or Fort McMurray
- ☐ Clear Criminal Record Check – (only 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 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.

Application Form

WBF Suncor Fort Hills

Heavy Equipment Operator Program

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?	Name of program: _____
Have you previously applied to 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 (yyyy-mm-dd)
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 live within 150 km radius of Fort McMurray, Edmonton or Calgary?	<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
Are you able to pass Drug and Alcohol and Fitness to Work screening prior to being accepted into this program?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Are you able to work in camp rotating schedules of 7 on / 7 off?	<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
If you wish to declare you are an Aboriginal person, please specify from what 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 Aboriginal Support Team to contact you? <input type="checkbox"/> Yes <input type="checkbox"/> No		

Application Form

WBF Suncor Fort Hills

Heavy Equipment Operator Program

Section 2 – Payment & Income Information

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

☐ Savings ☐ Loan/Credit ☐ Family support

Current Income – *This information is kept confidential and is used for WBF impact measurement on helping women achieve economic security*

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.

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:			

Application Form

WBF Suncor Fort Hills

Heavy Equipment Operator Program

Section 4 – Education & Training

Please indicate your highest level of education 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:		

Application Form

WBF Suncor Fort Hills

Heavy Equipment Operator Program

Section 5 - Career Investigation

To fulfill Women Building Futures vision 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 in Heavy Haul Truck Operating involves. This information will assist us in assessing your readiness to enter into one of our programs.

Here are some suggestions to help you complete 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 Heavy Equipment Operating.
- Consider connecting with Heavy Haul Truck Operators using Social Media. Most people you know will now someone who works in the mining industry and may be able to provide you referrals to interview.

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

- **Research mining heavy haul operating before you start your interviews.** Personalize your questions to ensure you get the information you need for your decision-making. Be conscious about the time of day/night 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 Heavy Haul Truck Operating

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

2. Are there any prerequisites (courses, certificates, etc.) required to get into Heavy 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.

Application Form
WBF Suncor Fort Hills
Heavy Equipment Operator Program

Employment Opportunities in Heavy Haul Truck Operating

1. It is important to know there is work available in Heavy Haul Truck Operating. 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 starting out? What salary can you expect after 5 years?

Application Form
WBF Suncor Fort Hills
Heavy Equipment Operator Program

Career Investigation - Interviewing

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

a. Contact Name: _____ Occupation: _____

Years of Experience: _____ 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 to expect)

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

Other notes from the conversation:

Application Form
WBF Suncor Fort Hills
Heavy Equipment Operator Program

b. Contact Name: _____

Occupation: _____

Years of Experience: _____

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 to expect)

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

Other notes from the conversation:

Application Form
WBF Suncor Fort Hills
Heavy Equipment Operator Program

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

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?

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 successful in heavy haul truck operating?

Application Form
WBF Suncor Fort Hills
Heavy Equipment Operator Program

3. Why do you think a career as a Heavy 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?

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:

Application Form

WBF Suncor Fort Hills

Heavy Equipment Operator Program

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 Calgary, Edmonton or Fort McMurray | <input type="checkbox"/> Yes | <input type="checkbox"/> No | _____ |

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 Suncor Energy and the Fort Hills Mining Project.

Application Form
WBF Suncor Fort Hills
Heavy Equipment Operator Program

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 Fort Hills site.

Application Form WBF Suncor Fort Hills Heavy Equipment Operator Program

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 of admission, 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 at 780-452-1200 or visit our office at 10326 – 107 Street, Edmonton, AB T5J 1K2.

Declaration:

- I hereby certify that all statements made in and 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 or employment with Suncor Energy.

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 – past 5 years
- ☐ 3 strong work references – Section 6

Section 8 – Application and Submission Tips

Suggestions/Tips:

1. Part of the assessment for acceptance into the WBF Suncor Heavy Equipment 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 protocol:

1. All of the above attachments must be submitted for your application to be considered.
2. Include all attachments at the time of submission.
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 Fort Hills 2" in the subject line of your email and submit all documents as one attachment in **PDF or WORD format only**.