

# Job Referral Service

## Service Supervisors (6216)

**This form is to be used for the following positions:**

**Keyask**

Head Camp Attendant

Must undergo and pass a medical exam prior to starting work

Security Guard - Lead Hand

Must be bondable as per The Private Investigation and Security Guard Act, Province of Manitoba

Name: \_\_\_\_\_ SIN: \_\_\_\_\_ Reference Number: \_\_\_\_\_  
*(First name Last name)*

*\* must select at least one response*

**Job Development (select all that apply)**

Willing to be trained (select all that apply)

Security Guard - Lead Hand

Head Camp Attendant

Hydro Northern Training and Employment Initiative (HNTEI)/Hydro Pre-Project Training (HPPT) (select all that apply)

HNTEI/HPPT – Trainee

HNTEI/HPPT – Completed

**\* Education (select only one option)**

Less than high school

Some high school

Completion of high school

Some college/CEGEP/vocational or technical training

Completion of college/CEGEP/vocational or technical training

Some university

Completion of university

**\* Credentials (certificates, licences, memberships, courses, etc.) (select all that apply)**

None

CPR Certificate

First Aid Certificate

Recognition in Occupation (select all that apply)

Security Guard basic training program certificate

Experience \_\_\_\_\_

Provincial/territorial security officer certificate

Experience \_\_\_\_\_

Work experience - No credential

Experience \_\_\_\_\_

Security Guard License

Driver's Licence Class 5

Driver's Licence (Class 4)

Driver's Licence (Class 3 or D)

Driver's Licence (Class 2 or B or C)

Driver's Licence (Class 1 or A)

**\* Experience (select only one option)**

No experience

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- Less than one year
- 1 - 2 years
- 2 - 5 years
- 5 - 10 years
- 10+ years

**Languages (select all that apply)**

- Speak English
- Read English
- Write English

**Type of Assignments (select all that apply)**

- Fixed post
- Vehicles
- Roving patrol

**Work Setting (select all that apply)**

Camp (select all that apply)

- Security Guard Lead Hand Experience \_\_\_\_\_
- Head Camp Attendant Experience \_\_\_\_\_

Commercial establishment (select all that apply)

- Security Guard Lead Hand Experience \_\_\_\_\_
- Head Camp Attendant Experience \_\_\_\_\_

Institutional setting (select all that apply)

- Security Guard Lead Hand Experience \_\_\_\_\_
- Head Camp Attendant Experience \_\_\_\_\_

Construction site (select all that apply)

- Security Guard Lead Hand Experience \_\_\_\_\_
- Head Camp Attendant Experience \_\_\_\_\_

Government establishment (select all that apply)

- Security Guard Lead Hand Experience \_\_\_\_\_
- Head Camp Attendant Experience \_\_\_\_\_

**Specific Skills (select all that apply)**

- Co-ordinate, assign, supervise and review activities of workers
- Establish work schedules and procedures
- Co-ordinate activities with other work units or departments
- Resolve work related problems
- Prepare and submit progress and other reports
- Train workers in job duties, safety procedures and company policies
- Handle emergency situations
- Ensure safety of workers and guests
- Requisition supplies and materials
- Arrange for maintenance and repair work
- Follow emergency and safety procedures
- Use telecommunications (i.e. two-way radio, cell phone, pager)

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- Check identification of camp residents and other workers
- Enforce regulations of establishments
- Detect or prevent thefts and vandalism
- Monitor and respond to alarms
- Supervise staff
- Perform vehicle searches as required
- Control vehicular and pedestrian traffic
- Performs duties of security guard
- Housekeeping activities
- Operate security control room equipment

**Security/Safety Requirements (select all that apply)**

- Bondable