

# Job Referral Service

## Storekeepers and Partspersons (1472)

This form is to be used for the following positions:

### Keeyask

Partsperson

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

*\* must select at least one response*

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

- Willing to be trained  
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  
 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)  
 Air Brake Endorsement

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

- No experience  
 Less than one year  
 1 - 2 years  
 2 - 5 years  
 5 - 10 years  
 10+ years

### **Languages (select all that apply)**

- Speak English  
 Read English

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Write English

**Weight Handling (select only one option)**

- None
- Up to 9 kg (20 lbs)
- Up to 13.5 kg (30 lbs)
- Up to 23 kg (50 lbs)
- Up to 45 kg (100 lbs)
- More than 45 kg (100 lbs)

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

- Warehouse and storage facilities
- Outdoor storage yard

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

- Receive and sort incoming parts, supplies and materials
- Process incoming requisitions
- Issue and distribute parts and supplies for internal use
- Prepare requisition orders to replenish parts and supplies
- Advise on use and appropriateness of goods or parts
- Maintain records on inventory control system

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

- Construction and industrial equipment
- Instruct trainees