

# The City of Calgary employment FAQ sheet

## General questions

1. [What can I do to improve my chances of finding employment with The City of Calgary?](#)
2. [What if I have a criminal record and want to apply to The City of Calgary for work?](#)
3. [Do applicants have to go through skill testing or medical testing?](#)
4. [What if I don't meet the minimum qualifications?](#)
5. [Does The City require Canadian experience?](#)
6. [Does The City hire international applicants?](#)
7. [Does The City of Calgary accept international education and training courses?](#)
8. [Do I need a cover letter to apply for a job at The City?](#)
9. [What if I have other education/experience that is not identified on the job posting?](#)
10. [Is volunteer work considered in the selection process?](#)
11. [Can an individual work in two or more jobs at the same time with The City of Calgary?](#)
12. [Does The City of Calgary participate in job fairs?](#)
13. [If I apply to TESA \(Temporary Employment Services Agency\), will my application be considered for permanent positions in addition to the temporary positions?](#)
14. [How do I apply to become a firefighter or police officer?](#)

## Temporary, seasonal and summer positions

15. [What jobs are available for students at The City of Calgary?](#)
16. [Does The City of Calgary hire seasonal workers?](#)

## Following an application

17. [How long does the selection process take?](#)
18. [When will I be contacted?](#)
19. [How long do you consider my application or resumé?](#)
20. [Why didn't I get the job?](#)

## **General questions**

### **Q: What can I do to improve my chances of finding employment with The City of Calgary?**

A: Every competition is considered separately. The number of positions you apply for does not increase your opportunity for being hired. We encourage all interested applicants to apply for positions for which they qualify. Every application will be given equal consideration in the hiring process.

### **Q: What if I have a criminal record and want to apply to The City of Calgary for work?**

A: Some employment competitions will note that a security clearance will be required. Having a criminal record does not exclude you from employment with The City of Calgary. When your application is reviewed, the nature of the offense, when the offense took place, and the relevance of the offense to the position for which you are applying are considered. This information is handled in a confidential manner and candidate honesty is paramount. Failure to fully inform The City may result in forfeiture of your rights to employment with The City.

### **Q: Do applicants have to go through skill testing or medical testing?**

A: If you are required to take further testing, it will be indicated on the job posting.

### **Q: What if I don't meet the minimum qualifications?**

A: In order to be considered for a position with The City, you will need to meet the minimum qualifications as noted on the job posting. Job descriptions provide information about the education, training, experience and ability that are required in order to be able to successfully perform these job responsibilities. Qualifications are based on considerations of merit and ability to perform effectively in a position. They are developed in an objective and non-discriminatory fashion, and are job-related.

### **Q: Does The City require Canadian experience?**

A: The City will consider all experience relevant to the position, regardless of where this experience was obtained. Successful applicants will have their references checked to validate this experience.

### **Q: Does The City hire international applicants?**

A: The City has employed international candidates where it has been impossible to recruit candidates within Canada. These individuals are eligible to be considered for employment with The City provided they are legally entitled to work in Canada (i.e. work visa/permit).

### **Q: Does The City of Calgary accept international education and training courses?**

A: Yes. If any formal education was completed outside Canada, indicate on your resumé if it has been evaluated for equivalency, and if so, by whom it was assessed. Any foreign

education must be formally assessed as equivalent to Canadian education prior to an interview being conducted. Formal assessments in Alberta are performed by the International Qualifications Assessment Service (IQAS).

**Q: Do I need a cover letter to apply for a job at The City?**

A: For professional positions, it's common practice to include a cover letter with your application.

**Q: What if I have other education/experience that is not identified on the job posting?**

A: In order to be considered for a position with The City, you will need to meet the minimum qualifications as noted on the job posting. Your application will be screened against the minimum qualifications.

**Q: Is volunteer work considered in the selection process?**

A: Volunteer work related to the position applied for is also recognized as being a valuable addition to an applicant's work history. Relevant volunteer work should be included on the resumé or application.

**Q: Can an individual work in two or more jobs at the same time with The City of Calgary?**

A: Individuals can hold only one position at a time.

**Q: Does The City of Calgary participate in job fairs?**

A: Yes, The City of Calgary does participate in job fairs.

**Q: If I apply to TESA (Temporary Employment Services Agency), will my application be considered for permanent positions in addition to the temporary positions?**

A: Once you are a member of TESA, you can apply to any open postings for The City of Calgary along with the rest of the public. As a member of TESA, you are considered equally with all other applicants; however, your experience with The City is considered an asset.

**Q: How do I apply to become a firefighter or police officer?**

A: Please visit [Calgary Fire Department](#) or [Calgary Police Services](#).

## **Temporary, seasonal and summer positions**

### **Q: What jobs are available for students at The City of Calgary?**

A: The City of Calgary has many jobs available for students and the competitions are usually on our website in **March**. We participate in job creation programs partially funded by the provincial and federal governments as well as work experience programs including university and college co-op programs.

### **Q: Does The City of Calgary hire seasonal workers?**

A: Yes, seasonal employment opportunities are generally posted **mid to end of January**, and may include labourers, gardeners and parks workers. Once the complement of staff has been obtained the competition will close without notice.

## **Following application**

### **Q: How long does the selection process take?**

A: Most competitions are filled within 6 to 8 weeks; therefore, if you have not heard from The City of Calgary within that time, you can assume that you will not be considered further for that position.

### **Q: When will I be contacted?**

A: We are unable to respond to every applicant due to the high volume of applications received. Only applicants who are being considered for an interview will be contacted. Applicants that are being considered for an interview are usually contacted within 6 to 8 weeks of the closing date.

### **Q: How long do you consider my application or resumé?**

A: Three to six months in accordance with union and The City of Calgary guidelines.

### **Q: Why didn't I get the job?**

A: All applicants are assessed relative to the qualifications listed on the job posting. You must meet the minimum qualifications of the posting to be eligible for further consideration. However, meeting the minimum qualifications does not automatically mean you will be interviewed. Each position is screened by different hiring supervisors, so you should continue to apply for different positions for which you have the qualifications.