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What jobs are available right now?

Jobs open to the general public or external candidates (people who are not currently employees of the City of North Battleford) are posted on our website under Employment.

For unionized positions, the job is posted internally first to give existing qualified unionized employees the first opportunity to apply and potentially advance within the organization, or move to another department. If no suitable applicant is found during this process, the job is opened up to external candidates. For non-union positions, there is no internal posting process first.

Regarding paid-on-call Fire Fighters, the recruitment process is handled directly by the [Fire Hall](#). We encourage applicants to go to the Fire Hall and talk to the Fire Chief directly.

When should I check the website for new job opportunities?

Jobs are posted between Monday and Friday. The length of time the job is advertised will depend on the position, and can range from one to four weeks. You may subscribe to receive an [email notification](#) immediately when new jobs are posted.

While vacancies can occur at any time of the year, the following departments look for casual (ongoing, but intermittent) or Seasonal (up to 6 months) help as follows:

- Parks & Recreation start looking in February for summer lifeguards to start in late June;
- CUplex looks for new casual employees (Lifeguard, Instructors, Customer Relations Clerks) throughout the year but most frequently in late summer;
- Engineering, Forestry, Operations, Parks and Planning & Development begin accepting applications for student positions in early January that generally start at the end of the school term.

[Application Information](#)

Do you accept resumes if there are no job openings?

No, only those received for active competitions are accepted. We do not keep general resumes' on file.

How long do you keep a resume on file?

We keep resumes for a period of three (3) to six (6) months. After that we shred the resume.

When can I expect to hear about the job?

Due to the volume of applications we receive, and the number of job competitions we have each year, we only contact those candidates who are selected for testing and/or an interview. Calls are usually made within a week or two of the competition closing date.

What sort of testing is done?

Candidates are generally required to take an assessment of general cognitive ability and a personality inventory. These tools help us determine the fit between the individual and the position we have available.

- For clerical jobs, we assess office skills, keyboarding speed, and skills on Microsoft Office.
- For aquatic positions, candidates must undergo a variety of pool-based assessments.
- Skills may also be assessed for any jobs involving truck driving or equipment operation.

If I am short-listed for a job, what will the interview be like?

The City of North Battleford conducts panel interviews with two to five people, depending on the position. In addition to general questions about your skills and past employment, you will be asked to elaborate on specific work-related situations from your past and how you dealt with those situations.

Is a Criminal Record Check part of the hiring process?

Yes. All positions with the City of North Battleford require a criminal record check as part of the hiring process. It is usually done at the time the job is offered, and your continued employment with the City of North Battleford is contingent upon a satisfactory Criminal Record Check. For positions at the RCMP detachment, there is an enhanced security clearance process that may take many months to complete. For positions at the CUplex, it is also necessary to have a Vulnerable Sector Check.

If I have applied for jobs at the City of North Battleford in the past, will I automatically be considered when new vacancies occur?

No. Each job competition is handled separately and you must apply for any job you wish to be considered for. We encourage candidates to tailor their cover letters to the specific job, as this is a great way to highlight your skills and qualifications.

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