

The Ontario Association of Certified Engineering Technicians and Technologists.



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Job Description and Reference Form

Applicant's Name:

Discipline:

The information you provide in this Job Description and Reference Form will be used for the sole purpose of assessing 's membership or certification. OACETT will keep this information strictly confidential. Please see OACETT's [privacy policy](#) for more details.

Are you willing to participate in this process by completing the online job description and reference form?

- Yes
- No (If you do not wish to fill out the form, please click here. This step will ensure we do not email you any more requests).



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Page 1/3

Job Description and Reference Form

Applicant's Name:

Discipline:

Applicant's Job Title:

Length of time in position: (Years)

1. Briefly describe the purpose of the job.

2. Please provide not more than 3 specific duties of the position in order of importance or time commitment.

1.

2.

3.

3. Which core technical discipline best suits successful performance in the position?

- Chemical Environmental
 Electronics Electrical
 Mechanical Industrial
 Civil Other (Please Specify)

4. Select one statement that best describes the complexity of the job.

- Highly repetitive work, with little or no choice of action
 Follows clearly prescribed standard practices in the performance of work
 Makes minor decisions, usually to improve efficiency of operation
 Makes decisions that may affect quality, accuracy or utility of results to some degree and applies various established rules and procedures
 Requires some judgment to adapt or modify methods and standards to meet varying conditions when working towards assigned objectives
 Requires considerable judgment to apply factual background and fundamental principles in developing approaches and techniques for the solution of problems



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Page 2/3

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Applicant's Name: [REDACTED]

Discipline: [REDACTED]

5. Select one statement that best describes the level of initiative within the job.

- Makes no independent decisions, refers all questions to supervisor
 Makes decisions that fall within standard practice and procedures
 Makes decisions when general instructions, established methods and clearly defined precedents indicate action to be taken, but refers unusual problems to superiors
 Makes decisions within limitations of company policy and standards accepted within the occupation, vocation or profession
 Makes major decisions without reference to superiors, except when significant investments or long-term programs are involved

6. What academic background do you feel is the minimum required to hire for this position.

- Less than Ontario secondary school graduate Ontario University BA
 Ontario secondary school graduate Ontario University BSc
 Ontario college technician diploma Ontario University BTech
 Ontario college technologist diploma Ontario University BSc Engineering
 Other (please specify)

7. How many years of experience do you feel is the minimum required to perform the function of this position effectively? (assume academic qualifications are met)

- No experience required between 3 and 5 years
 1 year between 6 and 8 years
 2 years more than 8 years

8. How well does the individual communicate in the workplace? (select one only for verbal and one only for written)

a) Verbally:

(1-Very Poor, 2-Poor, 3-Good, 4-Very Good, 5-Excellent)

b) Written:

(1-Very Poor, 2-Poor, 3-Good, 4-Very Good, 5-Excellent)

9. Is the individual familiar with and able to effectively apply the codes and standards in the workplace?

- Yes No

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Other Comments

[Click here to view your answers](#)

Your Information:

Name:

Professional Designation: (If applicable)
 C.E.T. A.Sc.T. C.Tech. P.Eng.
 Other Not Applicable

Company:

Job Title:

Telephone No:

Extension:

Date Submitted:

I certify that the information provided is accurate and complete.

Once you Submit this form you will not be able to return and make changes to it or submit another form for this individual. Please ensure all information is correct before clicking the Submit button.