



Employment Application Form

Position: Finance & Customer Accounts Coordinator

Work Schedule Requirement: This position is on-site at FFPC’s 320B Portage Avenue, Fort Frances office, Monday to Friday, 40 hours per week.

Application deadline: Wednesday, April 1, 2026 at 4:00 PM (Central Time)

Submit your completed application form and resume using one of the following methods:

- Email: info@ffpc.ca
- Fax: (807) 274-9375
- Mail / Drop-off: Fort Frances Power Corporation, Attn: Personnel Selection Committee, 320B Portage Avenue, Fort Frances, ON P9A 3P9

Please print clearly or type. Attach additional pages if needed.

1) Applicant Information

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|-------------------------------|--|
| First name | |
| Last name | |
| Mailing address | |
| City / Province / Postal code | |
| Phone | |
| Email | |

2) Eligibility and General Questions

Please check one box for each question.

| | | |
|----------------------------------------------------------------------------------------------|-----|----|
| Are you legally entitled to work in Canada? | Yes | No |
| Will you require employer sponsorship now or in the future to work in Canada? | Yes | No |
| Are you able to perform the essential duties of this position with or without accommodation? | Yes | No |

3) Education and Professional Qualifications

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|------------------------------------------------------------------------------------------------------|------------------------------------------|
| Highest level of education completed (High School, College, University) | |
| Applicable Diploma / Degree attained (ie. Business Administration – Accounting) | |
| Relevant certificates / training (e.g., payroll, customer service, privacy, cybersecurity awareness) | |
| Professional designation(s) (e.g., CPA, PCP) — include status (in progress / completed) | |
| Accounting / finance systems experience (e.g., Great Plains, Sage, QuickBooks, other) | |
| Microsoft Excel proficiency | Beginner Intermediate Advanced |

4) Relevant Experience

Summarize relevant experience for the key areas below. You may attach a resume and/or additional pages.

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|--------------------------------------------------------------------------------------------------------|--|
| Finance / accounting (e.g., AP/AR, month-end support, reporting) | |
| Billing / revenue / customer accounts (e.g., invoicing, collections, reconciliations, bill complaints) | |
| Customer service (e.g., front counter, call handling, issue resolution) | |

| | |
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| Confidential information handling (privacy, records, security awareness) | |
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5) Availability

| | |
|----------------------|--|
| Available start date | |
|----------------------|--|

6) References

Please provide two references (preferably one recent supervisor).

| Name | Relationship / Company | Phone | Email |
|------|------------------------|-------|-------|
| | | | |
| | | | |

7) Declaration and Consent

By signing below, I confirm that the information provided is true and complete to the best of my knowledge. I understand that FFPC may verify employment history, education, and references related to my application. I authorize FFPC to contact the references listed above and any former employers I have identified, as needed for recruitment purposes.

| | |
|-----------|--|
| Signature | |
| Date | |

Privacy Notice

Notice of Collection of Personal Information: Personal Information collected on this form will be collected, protected, used, disclosed and retained in compliance with Canada's *Personal Information Protection and Electronic Documents Act*, S.C. 2000, c. 5. The information will be used for the purpose of recruitment and selection for the advertised position. Questions about this collection should be directed to Fort Frances Power Corporation, 320B Portage Ave, Fort Frances, ON P9A 3P9

Accommodation: If you require accommodation to participate in the recruitment process, please contact FFPC at info@ffpc.ca.