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|  **Employment Application Form** |
| **Instructions:**1. To be considered in this competition, please complete the form below and submit it along with the full application package requirements, as outlined in the job advertisement, by email to: **Recruitment@oipc.bc.ca**.
2. **Please do not cut and paste from your resume or the job profile into this form**. We are looking for specific details that clearly demonstrate *how* your education and experience meet the qualifications. **See example below.**
3. **Please limit this form to 2 pages**. **You can delete these instructions if additional space is required.**
4. Information provided should be supported by your resume.
5. No cover letter is needed unless specifically stated in the job posting.
6. Part of our screening includes your ability to follow these instructions. Failure to do so will result in your application being disqualified.

**EXAMPLE:**

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| **Minimum 1-year relevant experience providing administrative support services.**  | **Executive Assistant, Ministry of Law****March 2018 – April 2022****Overview of experience gained:** * Document and database management, including preparation of files for financial audits, ensuring documents met standards.
* Client services including providing timely information regarding services in person, over the phone, and via email / online correspondence
* Document creation and preparation for senior management, including developing templates for form letters, legal correspondence, contracts, policy and procedure documents, and weekly reports.
* HR administration including timesheet verification and payroll submissions, personnel change documents, recruitment and completion of new hire paperwork and maintenance of strict confidentiality.
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| **Applicant Name:**  |
| **Phone Number:** | **Email:**  |
| **Competition Number: 102209** | **Position Title:**  |
| **Are you a current employee of the BC Public Service?**  |
| **Where did you hear about this opportunity?** |
| **Job Requirements**  | **Applicant Information**  |
| **Essential Qualifications (Education, Training and Experience)** | **Clearly demonstrate HOW, WHEN, WHERE the qualification was met through substantiation by examples.**  |
| University degree in a related field (e.g. law, social sciences, information studies, science or information technology). | **Education/degree:**  |
| Minimum of two years experience researching policy or legal issues; conducting policy analysis or supporting policy-making processes in government, non-profit or private sector organizations, including engaging stakeholders and developing options and recommendations. | **Position (title), Organization (Ministry/Company):** **Start and end dates:** **Overview of experience gained:** |
| \*if an equivalency is indicated | ***If you have not fully met one of the required qualifications listed above, please describe any additional knowledge, skills and abilities that are relevant to this position*** |
| **Preferred Qualifications** | **Clearly demonstrate HOW, WHEN, WHERE the qualification was met through substantiation by examples.**  |
| Experience reading and interpreting bills, laws, regulations, bylaws and other statutory instruments, both within Canada and internationally, as well as analyzing court and tribunal decisions. | **Position (title), Organization (Ministry):** **Start and end dates:** **Overview of experience gained:** |
| Experience implementing *FIPPA* and/or *PIPA* and/or evaluating compliance with either or both of these laws. | **Organization (Ministry/Company):** **Start and end dates:** **Overview of experience gained:** |
| Experience applying, evaluating, and/or assessing policies and procedures pertaining to the principles of administrative fairness and natural justice.  | **Position (title), Organization (office name):** **Start and end dates:** **Overview of experience gained:** |
| [ ]  I certify that all information submitted is true, complete and correct. I understand that any information provided by me in my application, any assessment documents or processes and/or an interview that is found to be false or misrepresented in any respect, may eliminate me from further consideration for employment or may result in my dismissal.

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| **Name:**  | **Date:**  |

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