**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**](mailto: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 how well you 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: 118689** | | **Position Title: Registrar of Inquiries** |
| **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** | |
| Post-secondary education in a related field (i.e., paralegal training, political science, business or public administration) combined with relevant experience in a legal, regulatory, judicial or quasi-judicial setting. | **Education/degree:**  **Position (title), Organization (Ministry/Company):**  **Start and end dates:**  **Overview of experience gained:** | |
| Minimum 1 years’ experience  Drafting legal and/or business correspondence. | **Education/degree:**  **Position (title), Organization (Ministry/Company):**  **Start and end dates:**  **Overview of experience gained:** | |
| Minimum 1 years’ experience  Responding to questions and providing information to the public about administrative, regulatory or legal processes. | **Education/degree:**  **Position (title), Organization (Ministry/Company):**  **Start and end dates:**  **Overview of experience gained:** | |
| **An equivalent combination of education and experience may be considered.** | **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.** | |
| Previous experience in a registrar-related role for an independent commission, board, agency, administrative tribunal or the courts. | **Position (title), Organization (Ministry):**  **Start and end dates:**  **Overview of experience gained:** | |
| 3 or more years of relevant experience in a legal, regulatory, judicial or quasi-judicial setting. | **Position (title), Organization (Ministry):**  **Start and end dates:**  **Overview of experience gained:** | |
| Experience applying the principles of administrative fairness and natural justice. | **Position (title), Organization (Ministry):**  **Start and end dates:**  **Overview of experience gained:** | |
| Experience regularly interpreting and applying FIPPA and PIPA. | **Position (title), Organization (Ministry):**  **Start and end dates:**  **Overview of experience gained:** | |
| **Confirmation of status to work in Canada:**  I am a Canadian citizen or permanent resident of Canada, or  I am authorized to work in Canada with a valid work or study permit, or  I am not currently authorized to work in Canada.  **NOTE:** Your application will **not** be automatically disqualified if you hold a work or study permit or are not currently eligible to work in Canada. Additional information may be requested from you if your application is selected to move forward in the competitive process.  **In office requirement:**  I am aware that this position is located in Victoria and employees are required to work out of the office full-time during the probationary period (of roughly 6 months of full-time employment). Upon completion of probation, this position may be eligible for a hybrid-remote work arrangement.  I certify that all information submitted is true and complete. I understand that any information provided by me through the hiring process that is found to be false or misrepresented in any respect, may eliminate me from further consideration. By submitting my application, I confirm that I have not used AI technology or paraphrasing technology to prepare it.   |  |  | | --- | --- | | **Name:** | **Date:** | | | |