

SCREENING FORM

This document is available in alternate formats upon request

You are not required to submit a cover letter, but may be asked to submit a resume, references, or other documentation at a later point if invited for further consideration.

The selection board will rely on information provided in this form to determine whether a candidate will be invited for further assessment.

Advertisement #	29592
Job Title	Management Internship Program
Department(s)	Manitoba Civil Service Commission
Location(s)	Winnipeg – there may also be opportunity for internships in other communities across the province.

PART 1: APPLICANT INFORMATION

(Required)

First Name:	Family (last) Name:	
Phone Number:	Email:	
Address:	City:	
Province:	Country:	Postal Code:

I am currently employed with the Manitoba Government in a term, regular or departmental status.

PART 2: SCREENING CRITERIA

(Required)

*For each of the screening criteria for this position, describe how you meet the requirement, using significant examples from your experience. Experience can include work, volunteer and/or educational experience. There is a **maximum of 1400 characters (approximately 200 words) per screening criterion**. Additional criteria may be reviewed at a later stage with candidates selected for further assessment.*

Describe how you meet each screening criterion, using specific examples as appropriate.

1. Completion of post-secondary education at the university or community college level (such as degree or diploma), or a suitable combination of education and experience. How do you feel your educational background will assist you in the public sector?

2. Experience leading projects and/or teams.

3. Experience using Microsoft Office (particularly Word, Excel, PowerPoint and Outlook) or equivalent software.

4. Strong written communication skills are essential, with experience writing correspondence or reports in a work or volunteer setting desired.

5. Ability to analyze and problem-solve. (Example required demonstrating how skills were applied to an issue of moderate complexity.)

PART 3: EMPLOYMENT EQUITY DECLARATION

(Voluntary)

The Manitoba government is committed to the principle of employment equity. It is our goal to achieve a civil service workforce that is reflective of the public we serve. Employment equity is a factor in our hiring processes where a designated group is underrepresented within the organization. You are encouraged to identify whether you are a member of any of the four designated groups. Completion of this employment equity declaration is voluntary.

[Click here for more information on the Employment Equity Policy.](#)

- I am a woman
- I am an Aboriginal person
- I am a person with a disability
- I am a visible minority
- No employment equity status to declare

PART 4: VETERANS' PREFERENCE DECLARATION

(Voluntary)

Veteran status is a consideration in all competitions where it is deemed to be in the public interest. Completion of this veterans' preference declaration is voluntary.

[Click here for more information on the Veterans' Preference Policy.](#)

I wish to declare Veteran status

PART 5: APPLICATION DECLARATION

(Required)

By indicating "yes" in the adjacent box, I certify that the information provided on this application is accurate and complete to the best of my knowledge as of the date indicated below. I understand that falsified or misleading statements and omissions will result in rejection of this application and, if employed, may be cause for termination. (yes/no)	
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Date:

We thank all who apply but only those selected for further consideration will be contacted.