# ProvMB Logo_clrAPPLICATION FORM

# Leaders in Training Program (LTP) – Financial Stream

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 only on information provided in this form to determine whether a candidate will be invited for further assessment.

| **Advertisement #** | 35553 |
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| **Job Title** | Leaders in Training Program – Financial Stream |
| **Department(s)** | Manitoba Civil Service Commission |

## 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 position.

## PART 2: SCREENING CRITERIA

**(REQUIRED)**

*Where appropriate, use significant and specific examples from your experience.**Experience can include work, volunteer and/or educational experience.*

***You must not exceed a maximum of 200 words per screening criterion.***

| **Screening criteria** | **Describe how you meet each screening criterion, using specific examples, as appropriate.*****You must not exceed a maximum of 200 words per screening criterion.***  |
| --- | --- |
| 1. Chartered Professional Accountants (CPA) designation or active enrollment with CPA Manitoba’s Professional Education Program (PEP) |       |
| 2. Experience in financial planning and budgeting/forecasting. |       |
| 3. Experience assessing compliance on financial and administrative matters, including internal controls |       |
| 4. Experience working independently, with the ability to organize and prioritize work to meet tight deadlines.Describe a time where you had to complete a number of assignments concurrently within a strict deadline. Explain the assignments and how you prioritized your time to ensure they were completed on time. |       |
| 5. Experience and proficiency using Excel and an accounting system.Provide a brief overview of your experience and the types of functions you used for Excel and the accounting system(s) you have listed. |       |

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## PART 3: EMPLOYMENT EQUITY DECLARATION

**(VOLUNTARY)**

*The Manitoba government recognizes the importance of building an exemplary civil service that is inclusive and reflective of the population it serves. We encourage applicants to voluntarily self-declare if they are from any of the following employment equity groups: women, Indigenous people, visible minorities, and persons with disabilities.*

[*Click here for more information on the Employment Equity Policy.*](http://www.gov.mb.ca/csc/policyman/equity.html)

**Please check the boxes that apply to you. Note that you may declare in one or more of the employment equity groups.**

[ ]  WOMEN

[ ]  INDIGENOUS PEOPLE

[ ]  PERSONS WITH DISABILITIES

[ ]  VISIBLE MINORITIES

## 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*.](http://www.manitoba.ca/csc/policyman/veterans.html)

[ ]  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) |  |
| --- | --- |

Date:

**We thank all who apply and advise that only those selected for further consideration will be contacted.**