# ProvMB Logo_clr APPLICATION FORM

**This document is available in alternate formats upon request.**

You are asked to submit this completed application form and a current resumé. You are not required to submit a cover letter, but may be asked to submit references or other documentation at a later point if invited for further consideration.

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

|  |  |
| --- | --- |
| **Advertisement #** | 36373 |
| **Job Title** | Category Analyst |
| **Department(s)** | Central Services |
| **Location(s)** | Winnipeg |

## 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)**

*For each of the screening criteria for this position, describe how you meet the criteria, using significant 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.*** *Additional criteria may be reviewed at a later stage with candidates selected for further assessment.*

|  |  |
| --- | --- |
| **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. Completion of post-secondary education in Supply Chain Management or a related field. An equivalent combination of related education, training and experience may be considered. |  |
| 2. Experience with procurement cycles, tendering, evaluation strategy, supplier selection, contract award, and contract management. |  |
| 3. Understanding of category management methodologies and processes with the ability to apply tools and approaches such as spend analysis, supply market structures and value levers. |  |
| 4. Experience with basic project management tools and techniques to plan and manage strategic procurement projects. |  |

## 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.**