# ProvMB Logo_clrAPPLICATION FORM

# Advertisement #36664 – Human Resource Administrative Clerk

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 #** | 36664 |
| --- | --- |
| **Job Title** | Human Resource Administrative Clerk  |
| **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)**

*For screening criteria 1 through 4, please respond to the criteria. Where appropriate, use significant examples from your experience.**Experience can include work, volunteer and/or educational experience. For screening criteria 1 through 4,* ***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.*****For criteria 1 through 4, you must not exceed a maximum of 200 words per screening criterion.***  |
| --- | --- |
| 1. Experience providing administrative and clerical support, including reception duties, data entry, reporting, maintaining tracking systems, files and filing systems. |       |
| 2.Experience proof-reading, editing and formatting correspondence and reports with accuracy and attention to detail |       |
| 3. Experience supporting organizational change with hope, optimism and resiliency; and a demonstrated commitment towards innovation and responsible risk taking. |       |
| 4. Experience handling sensitive and confidential information.  |       |

**DESIRED:** Ability to communicate verbally and in writing in French.

Do you have the ability to communicate verbally and in writing in French? [ ]  YES [ ]  NO

## 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.**