# ProvMB Logo_clr APPLICATION FORM

**Alternate formats available upon request.**

Please complete the attached application form. The selection board will rely on information provided in this **application form and resume** to determine whether a candidate will be invited for further assessment.

You may be asked to submit references or other documentation at a later point if invited for further consideration.

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| --- | --- |
| **Advertisement #** | 36858 |
| **Job Title** | Financial Worker |
| **Department(s)** | Department of Families/Community Service Delivery/Regional Social Services – Eastern Region |
| **Location(s)** | Portage La Prairie |

## 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 and relevant examples from your experience as appropriate.** **You must not exceed a maximum of 250 words per screening criterion.**

|  |  |
| --- | --- |
| **Screening criteria** | **Describe how you meet each screening criterion, using specific and relevant examples as appropriate.*****You must not exceed a maximum of 250 words per screening criterion.***  |
| 1. Clerical/office experience dealing with financial matters. |       |
| 2. Experience interviewing people for the purpose of gathering and verifying information and identifying needs. |       |
| 3. Experience working with individuals from diverse socio-economic backgrounds. |       |
| 4. Experience interpreting and applying legislative acts and regulations and/or policies and procedures. |       |

## PART 3: 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.**