# ProvMB Logo_clr APPLICATION FORM

**This document is available in alternate formats 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 (e.g. diploma, degree, certificate etc.)

|  |  |
| --- | --- |
| **Advertisement #** | 37172 |
| **Job Title** | EIA Counsellor |
| **Department** | Department of Families/ Community Service Delivery Division/Regional Social Services and Employment, Income and Health Supports |
| **Location(s)** | Various Winnipeg locations |

**PART 1: APPLICATION INFORMATION**

**(REQUIRED)**

|  |  |
| --- | --- |
| First Name:      | Family (last) Name:      |
| Phone Number:      | Email:      |
| Address: |

🞎 I am currently employed with the Manitoba Government in a term, regular or departmental position

🞎 I am bilingual (English and French)

## 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 criterion.**

*Your responses will also be used to assess written communication skills at a later stage if you are selected for further assessment.*

|  |
| --- |
| **Screening criteria:** Post secondary education in the social services field. This may include a certificate, diploma or degree.**(In providing an overview of your education, please confirm the related education that you have successfully completed and any professional development or ongoing learning that you have been involved in)** |
|  |
| **Screening criteria:** Related case management experience in a social services or health services field, including conducting interviews; providing supportive counselling, performing assessment, planning and service coordination.**(Please provide your best example of when you followed the case management steps as described above. Think of an actual client you have supported and explain how you applied the case management steps. Do not use actual names.)** |
|  |

## PART 3: EMPLOYMENT EQUITY DECLARATION

**(VOLUNTARY)**

*The Manitoba government recognizes the importance of building an exemplary public service reflective of the citizens it serves, where diverse abilities, backgrounds, cultures, identities, languages and perspectives drives a high standard of service and innovation.*

*The Manitoba government supports equitable employment practices and promotes representation of designated groups (women, Indigenous people, persons with disabilities, visible minorities). We encourage applicants to voluntarily self-declare.*

[*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.**