# ProvMB Logo_clr APPLICATION FORM

**Alternate formats available upon request.**

You are not required to submit a cover letter, but please submit a resume with the screening criteria document. References, or other documentation maybe required at a later point if invited for further consideration.

The selection board will rely on the above information provided and this form to determine whether a candidate will be invited for further assessment.

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| **Advertisement #** | 37262 |
| **Job Title** | Assistant Deputy Minister |
| **Department(s)** | Manitoba Justice, Community Safety Division |
| **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. A post-secondary degree in public or business administration or a related discipline, complemented by a minimum of seven years senior leadership experience, in a multi-service, geographically disbursed organization is required. |  |
| 2. In-depth knowledge of Manitoba’s criminal justice system and its delivery system as well as criminal justice reform initiatives at the provincial, national and international level is a definite asset. |  |
| 3. A demonstrated successful track record of leading transformational change, developing, monitoring and evaluating programs and services and working effectively in a multi-union environment is necessary. |  |
| 4. The ability to work with government in a highly regulated environment is necessary. |  |
| 5. Integrity, Professionalism and authenticity. |  |
| 6. Leadership. |  |
| 7. Effective Oral, Written and presentation Skills. |  |
| 8. Excellent Judgment/Problem Solving. |  |
| 9. Political Acumen. |  |
| 10. Fosters Commitment, Teamwork and Collaboration. |  |
| 11. Results Orientation. |  |
| 12. Financial and Business Acumen. |  |

## 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.**