# 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.)

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| --- | --- |
| **Advertisement #** | 37296 |
| **Job Title** | Program Manager – Community Living disABILITY Services/Children’s disABILITY Services |
| **Department** | Department of Families/Community Service Delivery Division/Regional Social Services – Western Region |
| **Location(s)** | Brandon |

## 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.**

|  |
| --- |
| **1.****Post-secondary degree in social sciences (BSW Preferred).** |
|  |
| **2.****Leadership and Human Resource Management experience in a social service delivery environment which includes managing administration of programs, managing service delivery to clients, planning and evaluation of services delivered to clients and the ability to supervise a service delivery team. Other combinations of education and experience such as leadership and/or supervisory training may be considered at a commensurate or underfill salary and classification level.**  |
|  |
| **3.****Strong case management experience within Community Living disABILITY Services or Children's disABILITY Services is preferred. Experience with other complex social services programs supporting services to children and/or adults with a disability and/or special needs and socially disadvantaged clients may be considered.**  |
|  |

**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: 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.**