# ProvMB Logo_clr APPLICATION FORM

**Alternate formats available upon request.**

Candidates are required to submit the Application Form for screening in addition to their resume and cover-letter.

**Resumes may be used in addition to the Applicant Form for screening purposes.**

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| **Advertisement #** | 37757 |
| **Job Title** | Data Entry Typist and Document Processing Typist (CT3) |
| **Department(s)** | Justice |
| **Location(s)** | Winnipeg, MB |

## 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.* ***Note that the Application Screening Form will also be used to assess written communication skills (includes grammar, spelling, paragraph format and punctuation).***

|  |  |
| --- | --- |
| **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. Experience performing clerical and administrative duties including: data entry, preparing specialized or highly complex documents, and processing detailed documentation  | Please state your experience performing clerical and administrative duties including: data entry, preparing specialized or highly complex documents, and processing detailed documentation.  |
| 2. Strong organizational and time management skills, including the ability to handle multiple tasks in high pressure situations | Please give us an example that would demonstrate your level of organizational and time management skills as well as your ability to handle multiple tasks in high pressure situations. |
| 3. Ability to pay attention to detail and maintain accuracy  | Please give us examples regarding your ability to pay attention to detail and maintain accuracy when preparing specialized or highly complex documents. |
| 4. Excellent English written communication skills | Please state the types of written communication you have been responsible to prepare, who was the intended audience and how did you ensure that all the information was presented correctly? |
| 5. Proficiency with Microsoft Office programs including Word, Excel, and Outlook  | Please describe your proficiency using Microsoft Office programs including Word, Outlook or equivalent programs. What types of documents do you typically produce and what function and features do you use in each program? |

## 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.**