# MB Housing Logo

# APPLICATION FORM

**This document is available in alternate formats upon request.**

Please complete the attached application form in addition to providing your resume.

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

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| **Advertisement #** | 379 |
| **Job Title** | Mobile Security Officer |
| **Department(s)** | Department of Manitoba Housing and Renewal Corporation |
| **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.*

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| **\*\*\*\*\* A photo copy of the below documents must accompany your resume:**   1. Security Guard Licence issued by Manitoba Justice 2. Class 5F Driver’s Licence   If documents have expired, you must be eligible to obtain them within 2 months  **Conditions of Employment:**  The following are absolute requirements for this position:   1. Must be legally entitled to work in Canada: *Must be a Canadian Citizen or Permanent Resident for regular employment. Valid Work Permit Holders are eligible to work for the Manitoba government (temporary opportunities)* 2. Valid Full Security Guard License issued by Manitoba Justice 3. Valid Class 5F Manitoba Driver’s License 4. Valid First Aid and CPR certificate 5. Ability to travel and work 12 hour shifts days, nights 7/24 6. Physically capable of performing the duties associated with the position 7. A current and satisfactory Child and Adult Abuse Registry Check 8. A current and satisfactory Criminal Records Check with a vulnerable sector search |

|  |  |
| --- | --- |
| **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. Significant security guard experience (essential) |  |
| 1. Experience writing comprehensive incident reports, vehicle logs, and shift summaries (essential) |  |
| 1. Experience with mobile site patrolling (desired) |  |
| 1. Experience conducting visual inspections of building operating systems such as fire life safety, lighting, water lines, etc (desired) |  |
| 1. Experience with Access Control Systems and CCTV equipment (desired) |  |

## PART 3: EMPLOYMENT EQUITY DECLARATION

**(VOLUNTARY)**

*The Manitoba government is committed to the principle of employment equity. It is our goal to achieve a civil service workforce that is reflective of the public we serve. Employment equity is a factor in our hiring processes where a designated group is underrepresented within the organization. You are encouraged to identify whether you are a member of any of the four designated groups. Completion of this employment equity declaration is voluntary.*

[*Click here for more information on the Employment Equity Policy.*](http://www.gov.mb.ca/csc/policyman/equity.html)

I am a woman

I am an Aboriginal person

I am a person with a disability

I am a visible minority

No employment equity status to declare

## 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.**