

APPLICATION SCREENING FORM



Part 1 – Position Information (Please confirm the Advertisement Number and Position Title for the position you are applying to).					
Advertisement Number:	39705	Position Title:	Assistant Deputy Minister, Communications Engagement (EX2)		
Part 2 – Applicant Information					
Legal First Name:		Last Name:			
Preferred Name:					
Email:		Phone Number: (i.e. 204-123-4567)			
Mailing Address Line 1: (i.e. Street Name)			Suite No./P.O. Box		
Mailing Address Line 2:			Postal Code: (i.e. A1A 1A1)		
City:		Province: (i.e. MB for Manitoba)		Country: (i.e. CA for Canada)	
Have you been previously employed by the Manitoba government?				<input type="checkbox"/> YES <input type="checkbox"/> NO	
Are you currently employed by the Manitoba government?				<input type="checkbox"/> YES* <input type="checkbox"/> NO	
*If you are currently employed with the Manitoba government in a term, regular or departmental position please provide your Employee Number:					
Are you legally entitled to work in Canada?*				<input type="checkbox"/> YES <input type="checkbox"/> NO	
*To be legally entitled to work in Canada, you must be either a Canadian citizen, permanent resident or hold a valid work permit.					
Part 3 – Voluntary Declarations (Completion of this section is voluntary)					
Employment Equity Declaration				Please select all boxes that apply:	
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.				<input type="checkbox"/> Women	
The Manitoba government supports equitable employment practices and promotes representation of designated groups (women, Indigenous people, visible minorities, persons with disabilities). For further information please visit: https://www.manitoba.ca/csc/policyman/eestaff.html				<input type="checkbox"/> Indigenous people	
				<input type="checkbox"/> Visible minorities	
				<input type="checkbox"/> Persons with disabilities	
Veterans' Preference Consideration				Do you meet the definition for veterans and wish to be granted veterans' preference consideration:	
The Manitoba government recognizes the contribution of individuals to national security, either serving or losing a spouse or common-law partner as a result of service, by assisting them in securing employment. The Civil Service Act defines veteran for this purpose under Section 14(2) (a)-(d). To view this definition please visit: https://web2.gov.mb.ca/laws/statutes/ccsm/c110e.php				<input type="checkbox"/> Yes	
For further information on veteran's status as a factor in the staffing process please visit: https://www.manitoba.ca/csc/policyman/veterans.html				<input type="checkbox"/> No	
Part 4 – Required Declaration					
By checking "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.				<input type="checkbox"/> YES	
I understand that falsified or misleading statements and omissions will result in rejection of this application and, if employed, may be cause for termination.					
Applicant Name		Applicant Signature		Date	
Please submit this application screening form along with any other required documents outlined in the job advertisement (i.e. resume, cover letter, etc.).					
We thank all who apply and advise that only those selected for further consideration will be contacted.					
Part 5 – Conditions of Employment (Completion of this section is mandatory)					
Please check to confirm whether you meet the following Conditions of Employment:					
Must be legally entitled to work in Canada (<i>must be able verify status prior to appointment</i>)				<input type="checkbox"/> YES <input type="checkbox"/> NO	
Satisfactory Criminal Record Check				<input type="checkbox"/> YES <input type="checkbox"/> NO	

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Part 6 – Screening	
<p>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. Additional criteria will be reviewed at a later stage for candidates selected for further assessment.</p>	
Screening Criterion	<p>Describe how you meet each screening criterion, using specific examples as appropriate.</p> <p><u>You must not exceed a maximum of 200 words per screening criterion.</u></p>
1. Extensive communications leadership and experience that includes responsibility for public and media relations, promotion, event management, crisis communications and issues management.	
2. Proven ability as a leader and supervisor, with a commitment to create, support and sustain a diverse, agile environment that enables staff to achieve results and to develop and build organizational capacity for the future.	
3. Senior management experience with responsibility for human and financial resources, and experience translating strategic priorities into clear operational and business plans and delivering results.	
4. Superior verbal and written communication skills with experience managing complex, high-level internal and external stakeholder relationships and public communications.	
5. Excellent political acumen demonstrated through experience providing strategic advice to decision makers and senior leaders on complex topics and sensitive issues.	
6. Demonstrated ability to deal with ambiguous assignments or problems, leverage opportunities for innovation, find creative solutions to issues, and successfully lead and manage change.	
7. Demonstrated resilience and the ability to respond to challenge in a professional, inclusive and constructive manner.	
8. Demonstrated success communicating with digital media using clear objectives and metrics to drive decision-making on their effective use and evaluation.	
9. Experience providing leadership and direction in the design and implementation of legislation, policies and programs.	
10. Experience building relationships with key stakeholders, including industry leaders, board members and indigenous people, and implementing the principles of reconciliation.	
11. An undergraduate degree in communications, journalism, marketing or related discipline. A combination of education and related experience will be considered.	

Please submit this application screening form along with any other required documents outlined in the job advertisement (i.e. resume, cover letter, etc.).

We thank all who apply and advise that only those selected for further consideration will be contacted.

This information is available in alternate formats upon request.

This personal information is being collected under the authority of The Civil Service Act and will be used for employment and statistical purposes. It will not be used or disclosed for other purposes, unless permitted by The Freedom of Information and Protection of Privacy Act. Your personal information is protected by the Protection of Privacy provisions of The Freedom of Information and Protection of Privacy Act. If you have any questions about the collection of your personal information, contact: Manitoba Civil Service Commission 935 – 155 Carlton Street, Winnipeg, MB, R3C 3H8 204-945-2332