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| **Part 1 – Position Information** (Please confirm the Advertisement Number and Position Title for the position you are applying to). | | | | | | | |
| **Advertisement Number:** | 39976 | **Position Title:** | | Human Resource Consultant | | | |
| **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?** | | | | | | YES NO | |
| **Are you currently employed by the Manitoba government?** | | | | | | YES\* 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?\***  **\***To be legally entitled to work in Canada, you must be either a Canadian citizen, permanent resident or hold a valid work permit. | | | | | | YES NO | |
| **Are you bilingual (French/English)?** Further assessment of written and verbal abilities may be required. | | | | | | YES NO | |
| **Part 3 – Voluntary Declarations** (Completion of this section is voluntary) | | | | | | | |
| **Employment Equity Declaration**  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, visible minorities, persons with disabilities). For further information please visit: <https://www.manitoba.ca/csc/policyman/eestaff.html> | | | | | | Please select all boxes that apply:  Women  Indigenous people  Visible minorities  Persons with  disabilities | |
| **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 Public Service Regulation defines veteran for this purpose under Section 2.2 (1)-(2). To view this definition please visit: <https://web2.gov.mb.ca/laws/regs/current/_pdf-regs.php?reg=11/2022>  For further information on veteran’s status as a factor in the staffing process please visit: <https://www.manitoba.ca/csc/policyman/veterans.html> | | | | | | Do you meet the definition for veterans and wish to be granted veterans’ preference consideration:  Yes  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.  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 | |
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| Applicant Name | | | Applicant Signature | | | Date | |
| **We thank all who apply and advise that only those selected for further consideration will be contacted.** | | | | | | | |

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| **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 *(must be able verify status prior to appointment)* | | YES  NO |
| Must provide and maintain a satisfactory Criminal Record Check; additional security checks may be required for some positions | | YES  NO |
| Must be able to travel within the province by air and ground transportation | | YES  NO |
| Must be able to work overtime as required | | YES  NO |
| **Part 6 – Screening** | | |
| 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. | | |
| **Screening Criterion** | **Describe how you meet each screening criterion, using specific examples as appropriate.**  ***Your written communication skills will be assessed throughout your responses.*** | |
| 1. Post-secondary education specializing in human resources; or an equivalent combination of related education, training and experience may be considered | **Please provide a brief overview of your education, training and experience as it relates to the Human Resource Consultant role. In your response, please include a high level overview of your employment history including dates and roles.**  **Your response must not exceed a maximum of 150 words.** | |
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| 1. Experience leading full cycle recruitment and selection | **Please describe your experience performing full cycle recruitment (preparing, sourcing, screening, selecting, hiring, and onboarding).**  **Your response must not exceed a maximum of 200 words.** | |
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| 1. Experience with employee and labour relations including conducting investigations, grievance handling and providing advice and guidance to management. | **Please describe your experience performing investigations. In your response, please include your role, the types of investigations you have conducted, and where you obtained this experience.**  **Your response must not exceed a maximum of 200 words.** | |
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| 1. Experience providing strategic advice to address organizational issues while fostering a culture of innovation, risk taking and resiliency | **Please share an experience when you have provided strategic advice in which your assessment of risks helped your client make a wise decision. What methods did you use to assess the risks? Was it successful?**  **Your response must not exceed a maximum of 200 words.** | |
|  | |
| 1. Experience demonstrating political acumen and influence when providing advice on complex and sensitive issues | **Please describe a time when you and a client disagreed on the best action to take. How did you overcome the situation to achieve a favourable outcome?**  **Your response must not exceed a maximum of 200 words.** | |
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| 1. Human resource generalist experience in a public sector, unionized environment (DESIRED) | **Please describe your human resource generalist experience in a public sector, unionized environment.**  **Your response must not exceed a maximum of 150 words** | |
|  | |
| 1. Experience related to compensation and job evaluation (DESIRED) | **Please describe your experience related to compensation and job evaluation.**  **Your response must not exceed a maximum of 200 words.** | |
|  | |
| 1. Experience developing and facilitating training and development programs or materials (DESIRED) | **Please describe your planning process for training that you have done. What was the training and was it successful?**  **Your response must not exceed a maximum of 200 words.** | |
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Please submit this application screening form along with a copy of your resume any other required documents outlined in the job advertisement.

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