|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Part 1 – Position Information** (Please confirm the Advertisement Number and Position Title for the position you are applying to). | | | | | | | |
| **Advertisement Number:** | 40453 | **Position Title:** | | Court Clerk Monitor | | | |
| **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 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>  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 | |
|  | | |  | | |  | |
| 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 *(must be able verify status prior to appointment)* | | YES  NO |
| Satisfactory Enhanced Security Check, Criminal Record Check with Vulnerable Sector Check, Adult and Child Abuse Registry Checks | | YES  NO |
| A valid Manitoba Class 5F Driver's Licence (Desired) | | YES  NO |
| Ability to travel to other court centres and circuit court locations by car, airplane and other means of transportation with the possibility of overnight stays | | YES  NO |
| Ability to lift and transport related equipment weighing up to 14 kgs./30 lbs. | | YES  NO |
| Ability to work overtime as necessary with little notice | | 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.  ***Note that candidates may be assessed based on the information they provide on the Application Screening Form. It will also be used to assess written communication skills (includes grammar, spelling, paragraph format and punctuation).*** | | |
| **Screening Criterion** | **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, handling inquiries on the phone/in-person, and preparing/processing complex detailed documentation | **Provide an example that would describe your related clerical or administrative experience. Include any experience you have with data entry, handling inquires on the phone or in-person, and preparing or processing complex documentation.  Please describe what makes preparing those documents complex.** | |
| 1. Excellent organizational and time management skills including the ability to handle multiple tasks in pressure situations with strict deadlines | **Provide an example that would best describe your organization and time management skills, including the ability to handle multiple tasks in pressure situations with strict deadlines. In your response include the tools or methods that assist you.** | |
| 1. Ability to work effectively in a team environment as well as contribute to a respectful workplace | **Provide an example that would demonstrate your ability to work effectively in a team environment and tell us what do you feel contributes to a respectful workplace.** | |
| 1. Proficiency with Microsoft Office (Word, Outlook) or equivalent programs | **Describe your proficiency with MS Word, Excel and Outlook or similar programs, what you have used the programs for and what functions or features you have used in each program when creating documents.** | |
| 1. Experience working in a court or related legal environment which may include working with courtroom documentation, procedures and processes. | **If applicable, please tell us about your experience working in a court or related legal environment and include any experience you may have working with courtroom documentation, procedures and processes.** | |

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.**