

APPLICATION SCREENING FORM



Part 1 – Position Information (Please confirm the Advertisement Number and Position Title for the position you are applying to).					
Advertisement Number:	41210	Position Title:	Bilingual Administrative Secretary		
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?* *To be legally entitled to work in Canada, you must be either a Canadian citizen, permanent resident or hold a valid work permit.				<input type="checkbox"/> YES <input type="checkbox"/> NO	
Are you bilingual (French/English)? Further assessment of written and verbal abilities may be required.				<input type="checkbox"/> YES <input type="checkbox"/> 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: <input type="checkbox"/> Women <input type="checkbox"/> Indigenous people <input type="checkbox"/> Visible minorities <input type="checkbox"/> 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: <input type="checkbox"/> Yes <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. I understand that falsified or misleading statements and omissions will result in rejection of this application and, if employed, may be cause for termination.				<input type="checkbox"/> 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.					

This information is available in alternate formats upon request.

This personal information is being collected under the authority of The Public 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 Public Service Commission 935 – 155 Carlton Street, Winnipeg, MB, R3C 3H8 204-945-2332

Updated March 2022

APPLICATION SCREENING FORM



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 Search	<input type="checkbox"/> YES <input type="checkbox"/> NO
	<input type="checkbox"/> YES <input type="checkbox"/> NO
	<input type="checkbox"/> YES <input type="checkbox"/> NO
	<input type="checkbox"/> YES <input type="checkbox"/> NO
	<input type="checkbox"/> YES <input type="checkbox"/> 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. <u><i>You must not exceed a maximum of 200 words per screening criterion.</i></u>
1. Experience performing a full range of administrative/clerical duties including but not limited to experience drafting correspondence, providing reception, assessing and responding to inquiries and file maintenance	
2. Experience with basic financial and accounting processes including expense reports, processing of accounts payable and financial recordkeeping	
3. Ability to deal with confidential information and use discretion in handling sensitive materials	

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 Public 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 Public Service Commission 935 – 155 Carlton Street, Winnipeg, MB, R3C 3H8 204-945-2332