|  |
| --- |
|  **Employment Application Form** |
| **Instructions:**1. To be considered in this competition, please complete the form below and submit it along with the full application package requirements, as outlined in the job advertisement, by email to: **Recruitment@oipc.bc.ca**.
2. **Please do not cut and paste from your resume or the job profile into this form**. We are looking for specific details that clearly demonstrate *how* your education and experience meet the qualifications. **See example below.**
3. **Please limit this form to 2 pages**. **You can delete these instructions if additional space is required.**
4. Information provided should be supported by your resume.
5. No cover letter is needed unless specifically stated in the job posting.
6. Part of our screening includes your ability to follow these instructions. Failure to do so will result in your application being disqualified.

**EXAMPLE:**

|  |  |
| --- | --- |
| **Minimum 1-year relevant experience providing administrative support services.**  | **Executive Assistant, Ministry of Law****March 2018 – April 2022****Overview of experience gained:** * Document and database management, including preparation of files for financial audits, ensuring documents met standards.
* Client services including providing timely information regarding services in person, over the phone, and via email / online correspondence
* Document creation and preparation for senior management, including developing templates for form letters, legal correspondence, contracts, policy and procedure documents, and weekly reports.
* HR administration including timesheet verification and payroll submissions, personnel change documents, recruitment and completion of new hire paperwork and maintenance of strict confidentiality.
 |

 |
| **Applicant Name:**  |
| **Phone Number:** | **Email:**  |
| **Competition Number: 110084** | **Position Title: Investigator** |
| **Are you a current employee of the BC Public Service?**  |
| **Where did you hear about this opportunity?** |
| **Job Requirements**  | **Applicant Information**  |
| **Essential Qualifications (Education, Training and Experience)** | **Clearly demonstrate HOW, WHEN, WHERE the qualification was met through substantiation by examples.**  |
| **University degree in a related field (e.g. law, public administration, political/social sciences, information studies, computer science)** | **Education/degree:**  |
| **A minimum of two years of experience mediating disputes or conducting investigations, analysis or research, including assessing evidence, researching/analyzing policies, and formulating recommendations or findings based on written reasons.**  | **Position (title), Organization (Ministry/Company):** **Start and end dates:** **Overview of experience gained:** |
| **An equivalent combination of education and related experience may be considered.** | **If applicable, describe how you have obtained relevant knowledge, skills and experience for this position that has not already been identified above.** |
| **Preferred Qualifications** | **Clearly demonstrate HOW, WHEN, WHERE the qualification was met through substantiation by examples.**  |
| **Experience implementing the *Freedom and Information and Protection of Privacy Act* (*FIPPA*) and/or the *Personal Information Protection Act* (*PIPA*) and/or evaluating compliance with *FIPPA/PIPA*.** | **Position (title), Organization (Ministry):** **Start and end dates:** **Overview of experience gained:** |
| **Experience applying, evaluating, and/or assessing policies and procedures for the principles of administrative fairness and natural justice.**  | **Organization (Ministry/Company):** **Start and end dates:** **Overview of experience gained:** |
| **Experience conducting investigations or applying investigation techniques.**  | **Position (title), Organization (office name):** **Start and end dates:** **Overview of experience gained:** |
| **Experience or formal education in conflict resolution or mediation techniques.**  | **Position (title), Organization (office name):** **Start and end dates:** **Overview of experience gained:** |
| [ ]  I certify that all information submitted is true, complete and correct. I understand that any information provided by me in my application, any assessment documents or processes and/or an interview that is found to be false or misrepresented in any respect, may eliminate me from further consideration for employment or may result in my dismissal. By submitting your application, you confirm that you have worked on it independently and you have not used AI technology or paraphrasing technology to prepare it.

|  |  |
| --- | --- |
| **Name:**  | **Date:**  |

 |