

EMPLOYMENT APPLICATION

This is a fill and print form only. It cannot be forwarded electronically.

Instructions:

- Please complete all sections as thoroughly as possible, even if you are attaching a resume. **It is necessary to provide complete information as this will be used to determine eligibility.**
- A **separate** application is required for each position/competition. Applications must be received at the appropriate closing location by the date indicated in the advertisement.

Freedom of Information and Protection of Privacy Act

- The personal information requested on this form is collected under the authority of and used for the purpose of administering the *Public Service Act*. All information provided to us will be considered as supplied in confidence. Under certain circumstances (eg., staffing appeals) some information may be released subject to the provisions of the *Freedom of Information and Protection of Privacy Act*. If you have any questions about the collection and use of this information, contact the Director, Staffing at (250) 387-0444, PO Box 9404 Stn Prov Govt, Victoria BC V8W 9V1.

OFFICE USE ONLY

DATE RECEIVED

POSITION INFORMATION

COMPETITION NO.	POSITION TITLE, MINISTRY AND LOCATION	CLOSING LOCATION	COMPETITION CLOSING DATE YY MM DD
FOR GENERAL APPLICATION			
Indicate (✓) the type of employment you are requesting	PERMANENT <input type="checkbox"/>	Full time <input type="checkbox"/>	Part time <input type="checkbox"/>
	TEMPORARY <input type="checkbox"/>	TYPE(S) OF POSITION — please describe	

PERSONAL INFORMATION

LAST NAME	FIRST NAME	INITIALS	RESIDENCE TELEPHONE NO.	Is your age at least 15 years and less than 65 years? <input type="checkbox"/> YES <input type="checkbox"/> NO
MAILING ADDRESS			BUSINESS TELEPHONE NO. – or message	
CITY		PROVINCE	POSTAL CODE	
LEGAL STATUS TO WORK IN CANADA – documentation may be required			Do you have a disability that may require accommodation in the work place?	
<input type="checkbox"/> CANADIAN CITIZEN	<input type="checkbox"/> LANDED IMMIGRANT/ PERMANENT RESIDENT	<input type="checkbox"/> WORK PERMIT	<input type="checkbox"/> OTHER – please specify:	<input type="checkbox"/> YES <input type="checkbox"/> NO
			If YES, what accommodation would you need?	

CURRENT EMPLOYMENT STATUS

Are you currently an employee in the Public Service of British Columbia?			Employee ID No.	If AUXILIARY, provide start date and the number of days/hours you expect to have worked up to the closing date of the competition.
<input type="checkbox"/> NO	<input type="checkbox"/> YES – and provide employee I.D. ➤	<input type="checkbox"/> REGULAR <input type="checkbox"/> ORDER IN COUNCIL <input type="checkbox"/> AUXILIARY	START DATE YY MM DD	
Are you willing to work anywhere in the Province?				
<input type="checkbox"/> NO	<input type="checkbox"/> YES – list locations preferred ➤			

EDUCATION AND TRAINING

Please describe secondary, post secondary, courses and training which have given you work related knowledge and skills. Start with highest level achieved and specify the degrees, certificates or diplomas completed. Official documentation may be required. Attach a separate page if necessary.

NAME OF INSTITUTION OR ORGANIZATION	LOCATION	YEAR TAKEN	AREA OF STUDY/COURSE	GRADE/CERTIFICATION/ DIPLOMA/DEGREE	COMPLETED YES (✓) NO

ASSOCIATIONS/PROFESSIONAL AFFILIATIONS

List any active memberships or registrations in a professional or career related organization or society.

WORK HISTORY

Have you previously been employed in the Public Service of British Columbia? NO YES, indicate ministry(ies) and dates: _____

Beginning with your most RECENT experience, describe your work history. You may wish to include relevant volunteer positions. In the area for "Duties and Skills" describe the **major** duties and skills acquired/used as they relate to the position you are applying for. If any references have known you by a **previous name**, please specify. Attach additional pages if required.

EMPLOYER AND LOCATION			FROM	YY	MM	DD	TO	YY	MM	DD
SUPERVISOR – REFERENCE	SUPERVISOR'S TELEPHONE NO.	REASON FOR LEAVING								
POSITION HELD BY APPLICANT	JOB CLASSIFICATION – if applicable	SALARY			NO. OF PEOPLE SUPERVISED – if applicable					
DUTIES AND SKILLS										

EMPLOYER AND LOCATION			FROM	YY	MM	DD	TO	YY	MM	DD
SUPERVISOR – REFERENCE	SUPERVISOR'S TELEPHONE NO.	REASON FOR LEAVING								
POSITION HELD BY APPLICANT	JOB CLASSIFICATION – if applicable	SALARY			NO. OF PEOPLE SUPERVISED – if applicable					
DUTIES AND SKILLS										

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SUPERVISOR – REFERENCE	SUPERVISOR'S TELEPHONE NO.	REASON FOR LEAVING								
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DUTIES AND SKILLS										

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DUTIES AND SKILLS										

SKILLS/EXPERIENCE

Check (✓) areas of skills/experience that you have which are relevant to the position you are applying for and attach any appropriate documentation.

	NET SPEED	NO. OF MONTHS EXPERIENCE	LIST EQUIPMENT
<input type="checkbox"/> TYPING			
<input type="checkbox"/> DICTATING EQUIPMENT			
<input type="checkbox"/> SHORTHAND			
<input type="checkbox"/> WORD PROCESSING			
<input type="checkbox"/> DATA ENTRY			
<input type="checkbox"/> COMPUTER SYSTEM SOFTWARE			LIST SOFTWARE
<input type="checkbox"/> COMPUTER SYSTEM HARDWARE			LIST HARDWARE

SKILLS/ACHIEVEMENTS

Briefly summarize your knowledge and major skills/achievements which relate to the advertised position or if this is a general application, to the position(s) that interests you. You may use this space to enter other information you would like us to consider in reviewing your application.

SELF DECLARATION

The purpose of this section is to gather information that will allow us to analyze access to employment opportunities in the public service for women and men, including aboriginal people, persons with disabilities and visible minorities. The Government of British Columbia is committed to making the public service a fair and equitable place to work. Our goal is to ensure that all British Columbians have equal opportunity for employment and advancement based on their qualifications.

The completion of this section is voluntary. **We encourage you to respond to the four** "Self Disclosure" questions, so we can determine if the applicants who apply for positions in the public service reflect the diversity of the population of British Columbia. The information you provide will be used for statistical analysis and reports. It may also be used to screen applicants for positions that give preference or are limited to one or more of the employment equity groups. Limitations or preferences are only given when the employment equity group is under-represented overall in the ministry or public service, or under-represented at a particular occupational level.

Unless the position for which you are applying has a limitation or preference for employment equity group members, this section will be separated from your application prior to screening and forwarded to the ministry Employment Equity Advisor for analysis. Please ensure you have completed the ministry name and competition number in the space provided.

The *BC Human Rights Act* and the Charter of Rights and Freedoms permit employers to collect data required to plan and support special programs, such as employment equity. All provisions of the *BC Freedom of Information and Protection of Privacy Act* will apply.

If you have any questions concerning this section, please contact the Equity and Diversity Branch of the Public Service Employee Relations Commission: (250) 356-5182 (Phone) or (250) 387-8672 (Fax).

DRIVER'S LICENSE INFORMATION

Provide the following information if applying for a position where driving is a requirement.

List class(es) of valid driver's license.

List any restrictions/endorsement definitions on license.

If required, do you have access to a vehicle for use on government business?

YES

NO

REFERENCES

Reference checks will be conducted to assess your past work performance and may include checks of attendance records.

In addition to the references identified in the "Work History" section, you may wish to provide further references. If any references have known you by a previous name, please specify.

NAME	TELEPHONE NO.	RELATIONSHIP	NO. OF YEARS KNOWN

APPLICANT SIGNATURE

- Please read carefully before signing. This application is **not valid** unless signed by the applicant.
- In accordance with the Standards of Conduct Policy for Public Service Employees, to avoid potential conflict you may be required to provide information about direct relatives or persons with whom you share a household who are employed in the public service.
- Your signature on this application form is your consent that as a condition of being considered for employment in the public service, references about past work performance will be obtained from your current and previous employers. If you are not presently employed in the BC Public Service, you will be notified prior to contact with your current employer.
- I certify that the information provided in this application or attachments/resume is true and complete. I understand that if any information in this application or attachments/resume is found to be untrue or incomplete, my application may be rejected or I may be dismissed in the event that I am the successful applicant.

DATE SIGNED

YY | MM | DD

X

MINISTRY NAME

COMPETITION NO.

Self Disclosure Question No. 1

For the purpose of this section, a person with a disability is someone who has a persistent physical, mental, psychiatric, learning or sensory impairment and as a result: experiences specific and serious barriers to employment; or believes that a potential employer would likely consider them to be disadvantaged; or requires work-related accommodation. Disabilities that are not discernible and require no work-related accommodation are not included in this definition of persons with disabilities.

Do you consider yourself to be a person with a disability?

YES NO

Self Disclosure Question No. 2

Aboriginal people are persons who, in Canada, identify themselves to be Status Indian, Non-Status Indian, Inuit or Metis.

Do you consider yourself to be an aboriginal person?

YES NO *If YES, please skip Question No. 3, and proceed to Question No. 4.*

Self Disclosure Question No. 3

A visible minority person in Canada is someone (other than an aboriginal person as identified in Question No. 2) **who is non-white in colour or race**, regardless of place of birth.

Examples are: Chinese, Japanese, Korean, Filipino, South Asian (e.g., East Indian, Pakistani, Sri Lankan), South-East Asian (e.g., Cambodian, Indonesian, Laotian, Vietnamese), Arab/West Asian (e.g., Armenian, Egyptian, Iranian, Lebanese, Moroccan), Black (e.g., African, Haitian, West Indian, Jamaican, Somali), Latin American (e.g., Indigenous peoples from Mexico, Peru, Columbia).

Visible minority also includes an individual with a parent who is a member of one of the above groups.

Are you a visible minority? YES NO

Self Disclosure Question No. 4

Please indicate your gender: MALE FEMALE