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|  **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@opcc.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:**

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| **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.
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| **Applicant Name:**  |
| **Phone Number:** | **Email:**  |
| **Competition Number: 99967** | **Position Title: Intake Administrator** |
| **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.**  |
| Grade 12 graduation or equivalent. | **Education/degree:**  |
| Experience interpreting and applying legislation and policy. | **Position (title), Organization (Ministry/Company):** **Start and end dates:** **Overview of experience gained:** |
| Experience providing service to members of the public who may present with challenges, mental illness, physical or cognitive impairment and/or personal crisis. | **Position (title), Organization (Ministry/Company):** **Start and end dates:** **Overview of experience gained:** |
| Demonstrated proficiency in verbal and written communication, tact and patience.  | **Position (title), Organization (Ministry/Company):** **Start and end dates:** **Overview of experience gained:** |
| Demonstrated experience with word processing and database applications. | **Position (title), Organization (Ministry/Company):** **Start and end dates:** **Overview of experience gained:** |
| **Preferred Qualifications** | **Clearly demonstrate HOW, WHEN, WHERE the qualification was met through substantiation by examples.**  |
| Individuals who have one year or more of experience providing service to members of the public who may present with challenges, mental illness, physical or cognitive impairment and/or personal crisis. | **Position (title), Organization (Ministry):** **Start and end dates:** **Overview of experience gained:** |
| Individuals who have the ability to understand and explain complex legal processes.  | **Organization (Ministry/Company):** **Start and end dates:** **Overview of experience gained:** |
| Individuals who have one year or more of experience including experience preparing, proofing and formatting documents such as reports, briefing notes, and letters.  | **Position (title), Organization (office name):** **Start and end dates:** **Overview of experience gained:** |
| Individuals with experience or training in trauma informed and cultural safety practices and/or Mental Health First Aid. | **Position (title), Organization (office name):** **Start and end dates:** **Overview of experience gained:** |
| Individuals who have fluency in more than one language.  |  |
| Individuals who self-identify as a woman, visible minority, Indigenous person, person with a disability, person of diverse sexual orientation, gender identity or expression (LGBTQ2S+), or person who may contribute to diversity in the BC Public Service.  |  |
| [ ]  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.

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

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