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| **Applicant Name:**  |
| **Phone Number:** | **Email:**  |
| **Competition Number: 120746** | **Position Title: EAA** |
| **Are you a current employee of the BC Public Service?**  |
| **Where did you hear about this opportunity?** |

**Confirmation of status to work in Canada:**

[ ]  I am a Canadian citizen or permanent resident of Canada, or

[ ]  I am authorized to work in Canada with a valid work or study permit, or

[ ]  I am not currently authorized to work in Canada.

**NOTE:** Your application will **not** be automatically disqualified if you hold a work or study permit or are not currently eligible to work in Canada. Additional information may be requested from you if your application is selected to move forward in the competitive process.

**In office requirement:**

[ ]  I am aware that this position is located in Vancouver and employees are required to work out of the office full-time.

**Do you consent to being followed up by our team to hear about your application experience?**

[ ]  Yes [ ]  No

[ ]  I certify that all information submitted is true and complete. I understand that any information provided by me through the hiring process that is found to be false or misrepresented in any respect, may eliminate me from further consideration. By submitting my application, I confirm that I have not used AI technology or paraphrasing technology to prepare it.

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| **Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | **Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  |

**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**. This first page is not included in the 2 page limit. **You can delete the example below 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 how well you 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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| **Job Requirements** | **Applicant Information** |
| **Essential Qualifications (Education, Training and Experience)** | **Clearly Demonstrate HOW, WHEN, WHERE the qualification was met through substantiation by examples** |
| Minimum completion of Grade 12 or equivalent.  | **Education/degree:**  |
| Minimum of 2 years recent (within the last three years) experience providing administrative support services in an office environment and in a confidential capacity.  | **Position (title), Organization (Ministry/Company):** **Start and end dates:** **Overview of experience gained:** |
| Experience with Microsoft Office (Word, Excel, Outlook, PowerPoint) and electronic databases | **Position (title), Organization (Ministry/Company):** **Start and end dates:** **Overview of experience gained:** |
| Experience preparing, proofing and formatting documents such as reports, briefing notes, letters, etc. | **Position (title), Organization (Ministry/Company):** **Start and end dates:** **Overview of experience gained:** |
| **An equivalent combination of education and experience may be considered.** | **If you have not fully met one of the required qualifications listed above, please describe any additional knowledge, skills and abilities that are relevant to this position** |
| **Preferred Qualifications** | **Clearly demonstrate HOW, WHEN, WHERE the qualification was met through substantiation by examples.**  |
| Preference may be given to candidates who demonstrate experience providing administrative support to senior management in a public service context. | **Position (title), Organization (Ministry):** **Start and end dates:** **Overview of experience gained:** |
| Applicants who self-identify as First Nations, Métis, Inuit and/or Indigenous, Black or racialized, women, 2SLGBTQ+, people with diverse gender identities or expressions, and/or people with disabilities. | **Only yes, no or prefer not to disclose response required. Additional information can be provided to the degree you feel comfortable sharing.**  |