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| **First Name:** | **Last Name:** |
| **Preferred Name (if different than above):** | |
| **Phone Number:** | **Email:** |
| **Competition Number: 121279** | **Position Title: Manager, Human Resources** |
| **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.

**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: [**EHintz@bcombudsperson.ca**](mailto:EHintz@bcombudsperson.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 3 pages**. This first page is not included in the 3 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** |
| A post-secondary degree in human resource management, public administration, business administration or a related field. | **Education/degree:** |
| At least five years recent (within the last eight years) work experience in the areas of:   * providing HR expertise and strategic advice to managers and executives, * HR services, including recruitment and selection, job profile development, learning and development, performance management, interpreting and applying policies and procedures, labour/employee relations, disability case management and occupational safety and health, * managing and developing employees, * managing complex and sensitive issues with tact, diplomacy and sound judgement. | **Position (title), Organization (Ministry/Company):**  **Start and end dates:**  **Overview of experience gained:** |
| In addition to the five years’ experience noted above, candidates must have:   * Experience with conflict resolution. * Experience applying employment laws. | **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.** |
| MBA or Masters in a relevant HR program. | **Education:** |
| A Chartered Professional in Human Resources (CPHR) designation. | **Education:** |
| Relevant experience working in the BC Public Service. | **Position (title), Organization (Ministry):**  **Start and end dates:**  **Overview of experience gained:** |