**APPLICATION FOR EMPLOYMENT**

**Administrative and Clerical Opportunities**

**Common Recruitment Unit**

**Manitoba Civil Service Commission**

300 – 305 Broadway

Winnipeg MB R3C 3J7

Tel: 204-948-4160 / Toll Free: 1-800-282-8069 Ext. 2332

# Fax: 204-948-4699

Email: corp-recruit@gov.mb.ca

# **Please complete all relevant fields on this application form. Ensure you include more than one method of contact as there will be a short turnaround time for candidates to be referred to departments.**

# **Items marked with an asterisk (\*) must be completed.**

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| **Personal Information**  |
|       |  |       |  |       |
| First Name\*  |  | Middle Name  |  | Last Name\*  |
| **Address Information**  |
|       |  |       |
| Street Address\*  |  | City, Province Postal Code\* |
| **Contact Information**  |
|       |  |       |  |       |
| Home Telephone\* |  | Alternate phone number  |  | Email\* |

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| **Work Information**  |
| **Locations**  |
| Please indicate at least one city/town where you are willing to work:\*  |       |

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| **Job Type**  |
| **In what type of employment are you** **interested?\* (🗹)**  | **Please select the classification(s) in which you are interested?\* (🗹)**  |
| [ ]  | Regular/full-time | [ ]  | Administrative Secretary 2 (AY2) |
| [ ]  | Regular/part-time  | [ ]  | Administrative Secretary 3 (AY3)  |
| [ ]  | Term/full-time | [ ]  | Clerk 2 (CL2)  |
| [ ]  | Term/part-time | [ ]  | Clerk 3 (CL3)  |

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| [**Employment Equity Program – Self Declaration**](http://www.manitoba.ca/csc/policyman/equity.html) **(please check 🗹 appropriate boxes)** |
| [ ]  Aboriginal  | [ ]  Visible Minority |
| [ ]  Person with a disability | [ ]  Woman |

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| **Languages\* (🗹)** |
| Working ability in an official language (English/French)?\* English [ ]  French [ ]  Bilingual [ ]  |
| Working ability in an additional language?\* | Yes [ ]  **or** No [ ]  |
| *If yes, please ensure you indicate which language in your resumé and/or cover letter.* |

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| **General Employment Questions (🗹)**  |
| Available start date (yyyy/mm/dd)\* |        |
| Are you legally entitled to work in Canada?\* | Yes [ ]  **or** No [ ]  |
| Are you currently employed with the Manitoba government?\*  | Yes [ ]  **or** No [ ]   |
| Have you previously been employed by the Manitoba government?\* | Yes [ ]  **or** No [ ]   |

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| **Skills and Qualifications (please check 🗹 all that apply)** |
| **Education/Training**  |
| [ ]  Legal Assistant Training Course  | [ ]  Office Administration Training Course  |
| [ ]  Medical Assistant Training Course  | [ ]  Other Training Course(s) (Please include in resumé) |

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| **Administrative/Clerical Experience**  |
| [ ]  Arrange meetings  | [ ]  Operate a switchboard |
| [ ]  Client/customer service experience  | [ ]  Operate office equipment (fax machine, photo copier)  |
| [ ]  Electronic filing  | [ ]  Order supplies/inventory management |
| [ ]  Experience dealing with confidential information  | [ ]  Prepare travel arrangements/accommodations |
| [ ]  Experience organizing and prioritizing workload  | [ ]  Process and/or distribute mail |
| [ ]  Experience with Bring Forward systems  | [ ]  Proofread/edit for format, spelling, grammar and punctuation |
| [ ]  Experience with timekeeping/maintain timesheets  | [ ]  Receptionist (answering/directing calls or visitors) |
| [ ]  Manual filing  | [ ]  Record keeping/information tracking systems |
| [ ]  Minute taking/typing  | [ ]  Set up filing systems |

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| **Computer Skills**  |  |
| [ ]  Data entry | [ ]  MS Outlook or equivalent software |
| [ ]  Format and prepare basic documents (memos/letters) | [ ]  MS PowerPoint or equivalent software |
| [ ]  Format and prepare complex documents (reports/submissions/tables/charts | [ ]  MS Word or equivalent software  |
| [ ]  Keyboarding/typing/word processing  | [ ]  Other software  |
| [ ]  MS Access or other database system  | [ ]  SAP  |
| [ ]  MS Excel or equivalent software  | [ ]  Scan documents  |

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| **Financial Experience**  |  |
| [ ]  Accounts payable | [ ]  Handle cash  |
| [ ]  Accounts receivable  | [ ]  Prepare/maintain or reconcile financial records, documents or ledgers Process invoices or travel/expense claims  |
| [ ]  Basic accounting  | [ ]  Process invoices or travel/expense claims  |
| [ ]  Financial record keeping  |

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| **Communication Skills** |  |
| [ ]  Explain or interpret regulations, policies or procedures  | [ ]  Prepare written communications/correspondence  |

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| **Other Qualifications**  |  |
| [ ]  Able to lift up to 50 lbs | [ ]  Experience working in a team  |
| [ ]  Class 5 driver’s licence  | [ ]  Medical Assistant experience  |
| [ ]  Court environment/Legal Assistant experience  | [ ]  Operate a two-way radio  |

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| **Manitoba Government Experience**  |  |
| [ ]  Experience with the Financial Administration Manual | [ ]  Experience with the General Manual of Administration |

[ ]  I certify that the statements made by me are true and to the best of my knowledge.

**PLEASE INCLUDE YOUR RESUMÉ WITH THIS APPLICATION FORM. We will keep it on file for SIX months.**

*This personal information is being collected under the authority of The Civil Service Act and will be used to determine suitability for employment and for statistical purposes. It will not be used or disclosed for other purposes, unless permitted by The Freedom of Information and Protection of Privacy Act. Your personal information is protected by the Protection of Privacy provisions of The Freedom of Information and Protection of Privacy Act.*

 *If you have any questions about the collection of your personal information, contact:*

**Manitoba Civil Service Commission, 935 - 155 Carlton Street, Winnipeg MB R3C 3H8, 204-945-2332**

**May 2012**

*This information is available in alternate formats upon request.*