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| **Applicant Name:** | |
| **Phone Number:** | **Email:** |
| **Competition Number: 121014** | **Position Title: Program Manager (Part-time)** |
| **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 Victoria and The Office of the Merit Commissioner works in a hybrid model. All staff work together in the office on Tuesdays and Thursdays. Flexible work options may be available for other days of the week: upon meeting the requirements set out in a telework agreement, staff are permitted to work from home for part of the work week.

**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

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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@meritcomm.bc.ca**](mailto:Recruitment@meritcomm.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 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 of how to complete the response:**

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| ***Where the required qualification is this:***  **Minimum 1-year relevant experience providing administrative support services.** | ***An acceptable response to demonstrate that qualification may look like this:***  **Start date: January 6, 2015**  **End date: February 20, 2016**  **Organization: (Ministry/Company name)**  **Type of administrative activities: While working at (company name) as (job title) I provided administrative support services to (title of position(s) supported). These services consisted of (services). The majority of my time was spent on (activity A) (X%), (activity B) (X%), and (activity C) (X%). I primarily supported (title of position A) and provided relief coverage for the (title of position B) approximately (X%) of my time.** |

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| **Job Requirements** | **Applicant Information** |
| **Essential Qualifications (Education, Training and Experience)** | **Clearly describe HOW, WHEN and WHERE you have the qualifications and provide examples.** |
| A bachelor’s degree in human resources, business administration, public administration or a related field. | **Education/degree:** |
| A minimum of three years of related experience.   * + Related experience involves facilitating, reviewing and/or providing advice in hiring processes at a practitioner level (e.g., hiring advisor, auditor, consultant). | **Position (title), Organization (Ministry/Company):**  **Start and end dates:**  **Overview of experience gained:** |
| Experience identifying and analyzing human resources related issues at an organizational level. | **Position (title), Organization (Ministry/Company):**  **Start and end dates:**  **Overview of experience gained:** |
| A combination of education and experience may be considered as equivalent to the education and experience requirements (for example, human resources diploma and five years of related experience). | **If you have not fully met one of the required qualifications listed above, please describe any additional training, education, or experience that you would like to be considered as equivalent to the stated requirements.** |
| **Preferred Qualifications** | **Clearly demonstrate HOW, WHEN and WHERE you have the preferred qualifications and provide examples.** |
| Experience conducting non-financial investigations or audits. | **Position (title), Organization (Ministry/Company):**  **Start and end dates:**  **Overview of experience gained:** |
| Experience working in labour relations. | **Position (title), Organization (Ministry/Company):**  **Start and end dates:**  **Overview of experience gained:** |
| Experience developing policy, directives, or guidelines related to hiring. | **Position (title), Organization (Ministry/Company):**  **Start and end dates:**  **Overview of experience gained:** |
| Public sector work experience. | **Position (title), Organization (Ministry/Company):**  **Start and end dates:**  **Overview of experience gained:** |