Conservation and Climate

# APPLICATION FORM

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

Please complete this application form and submit to:

Conservation and Climate

#4 Hwy 502 - Box 4000 Lac du Bonnet, R0E 1A0

Advertisement # 37254

Attn: Joanne Podolchuk, Park Specialist

 Email joanne.podolchuk@gov.mb.ca

Applicants should also submits a resume along with the application form. References or other documentation at a later point if invited for further consideration.

The selection board will rely only on information provided to determine whether a candidate will be invited for further assessment.

|  |  |
| --- | --- |
| **Advertisement #** | 37254 |
| **Job Title** | Park Attendant (KA2) |
| **Department(s)** | Department of Conservation and ClimateParks Branch |
| **Location(s)** | Whiteshell, Nopiming, St. Malo and Moose Lake Provincial Parks |

## PART 1: APPLICANT INFORMATION

**(REQUIRED)**

|  |  |
| --- | --- |
| First Name:      | Family (last) Name:      |
| Phone Number:      | Email:      |
| Address:      | City:       |
| Province:      | Country:      | Postal Code:      |

[ ] I am currently employed with the Manitoba Government in a term, regular or departmental position.

[ ] I have previously been employed with the Manitoba Government in a term, regular or departmental position.

PART 2: SCREENING CRITERIA

**(REQUIRED)**

*For each of the screening criteria for this position, describe how you meet the criteria, using significant examples from your experience.**Experience can include work, volunteer and/or educational experience.* ***You must not exceed a maximum of 200 words per screening criterion.*** *Additional criteria may be reviewed at a later stage with candidates selected for further assessment.*

|  |  |
| --- | --- |
| **Screening criteria** | **Describe how you meet each screening criterion, using specific examples as appropriate.*****You must not exceed a maximum of 200 words per screening criterion.***  |
| 1. Experience and knowledge collecting and remitting revenue with accountability and accuracy, and the ability to maintain accurate financial records and reports. |       |
| 2. Demonstrated interpersonal skills with the ability to interact effectively with the public. |       |
| 3. Demonstrated ability to effectively deal with stressful situations. |       |
| 4. Demonstrated ability to work independently and effective with limited supervision. |       |
| 5. Demonstrated strong verbal communication skills. |  |

Some positions are designated bilingual (French and English). Are you bilingual?

[ ]  Yes [ ]  No

## PART 3: EMPLOYMENT EQUITY DECLARATION

**(VOLUNTARY)**

*The Manitoba government is committed to the principle of employment equity. It is our goal to achieve a civil service workforce that is reflective of the public we serve. Employment equity is a factor in our hiring processes where a designated group is underrepresented within the organization. You are encouraged to identify whether you are a member of any of the four designated groups. Completion of this employment equity declaration is voluntary.*

[*Click here for more information on the Employment Equity Policy.*](http://www.gov.mb.ca/csc/policyman/equity.html)

[ ]  I am a woman

[ ]  I am an Indigenous person

[ ]  I am a person with disabilities

[ ]  I am a visible minority

[ ]  No employment equity status to declare

## PART 4: VETERANS’ PREFERENCE DECLARATION

**(VOLUNTARY)**

*Veteran status is a consideration in all competitions where it is deemed to be in the public interest. Completion of this veterans’ preference declaration is voluntary.*

[*Click here for more information on the Veterans’ Preference Policy*.](http://www.manitoba.ca/csc/policyman/veterans.html)

[ ]  I wish to declare Veteran status

## PART 5: APPLICATION DECLARATION

**(REQUIRED)**

|  |  |
| --- | --- |
| By indicating “yes” in the adjacent box, I certify that the information provided on this application is accurate and complete to the best of my knowledge as of the date indicated below. I understand that falsified or misleading statements and omissions will result in rejection of this application and, if employed, may be cause for termination. (yes/no) |  |

Date:

**We thank all who apply and advise that only those selected for further consideration will be contacted.**