



## APPLICATION FORM

### Manager, Human Resources Services, ET-06

For your application to be considered, you **must complete section 1** (contact information) and **section 3** (education, experience, and assets, if applicable). Section 2 (self-declaration) is voluntary.

#### SECTION 1 – Contact Information

Please ensure that all your contact information is up to date. If we are unable to reach you by email, we will not be able to consider your application.

First name:

Last name:

Email:

Telephone:

Address:

City:

Province:

Postal code:

Citizenship:

Are you legally authorized to work in Canada?

Yes

No

Are you an employee working within a parliamentary entity or a person employed in the Public Service of Canada?

Yes

No

Are you a person residing in Canada or a Canadian citizen residing abroad?

Yes

No

**SECTION 2 – Self-declaration**

This section is designed to gather information on the representation of groups targeted by employment equity at the Office of the Conflict of Interest and Ethics Commissioner. Your participation is voluntary, and your responses will remain confidential. You may identify as belonging to more than one designated group. With your consent, the information provided may also be used for management purposes or for compiling statistics on human resources.

**I understand that the information provided in this section may be used for management purposes or for compiling statistics on human resources.**

Yes                      No

**WOMAN:** Under the *Employment Equity Act*, women are considered a designated group.

Do you identify as a woman?

Yes                      No

**VISIBLE MINORITY:** Members of visible minorities are individuals, other than Indigenous peoples, who are not of white race or who do not have white skin, regardless of their place of birth.

According to this definition, do you identify as a member of a visible minority?

Yes                      No

**PERSON WITH A DISABILITY:** People with a disability have a lasting or recurring impairment of their physical, mental, or sensory capacities, or of a psychiatric or learning nature, and consider themselves to be disadvantaged in terms of employment because of this impairment, OR believe they may be regarded as disadvantaged in terms of employment by their employer or potential employers because of such an impairment. This definition also includes individuals whose functional limitations related to their disability are subject to adaptations in their current employment or workplace.

According to this definition, do you identify yourself as a person with a disability?

Yes                      No

**INDIGENOUS PERSON:** An Indigenous person is one who is a part of the First Nations (North American Indians), Métis, or Inuit, and/or who has declared to be a registered Indian or covered by a treaty under the *Indian Act*, and/or who has indicated to be a member of an Indian band.

According to this definition, do you identify as an Indigenous person?

Yes                      No

### **SECTION 3 – Essential qualifications and asset qualifications**

Please clearly indicate how you meet the **education requirements**, each of the **experience criteria**, and any of the **asset qualifications** (if applicable). Provide relevant and **concrete examples** from your professional background. Include **specific details** explaining how much experience you have, and how and when you acquired it. It is not enough to state that you meet the qualification or to list current or past responsibilities.

#### **EDUCATION**

**Graduation with a degree from a recognized post-secondary institution with acceptable specialization in human resources management, labour or industrial relations, psychology, public or business administration, organizational development, education sciences, social sciences, sociology, or in any other field relevant to the work to be performed.**

Have you graduated with a degree from a recognized post-secondary institution with acceptable specialization?

Yes                      No

Please provide us with details:

#### **EXPERIENCE**

**Experience 1:** Significant\* experience in managing a full range of HR services to clients including staffing and recruitment.

Do you have this experience?                      Yes                      No

Please provide us with concrete examples and details:

**Experience 2:** Significant\* experience conducting research, analyzing, developing options, and making recommendations to senior management on human resources (HR) issues.

Do you have this experience?            Yes                            No

Please provide us with concrete examples and details:

**Experience 3:** Significant\* experience interpreting and applying legislation, policies and guidelines that govern human resources management.

Do you have this experience?            Yes                            No

Please provide us with concrete examples and details:

**Experience 4:** Experience in establishing partnerships and networks with internal and external partners (e.g. central agency officials, communities of practice, other government departments or non-government organizations) on projects, initiatives, policies, or programs.

Do you have this experience?            Yes                            No

Please provide us with concrete examples and details:

**Experience 5:** Experience in managing human resources includes but not limited to supervising staff, assigning work and work objectives, managing performance, and providing feedback to employees.

Do you have this experience?            Yes                            No

Please provide us with concrete examples and details:

**Experience 6:** Experience in preparing presentations or information sessions related to human resources (HR).

Do you have this experience?            Yes                            No

Please provide us with concrete examples and details:

**Note:** \*Significant experience is defined as experience associated with having performed a broad range of related activities, which could normally be acquired over a period of approximately five (5) years. Experience will be assessed in terms of the depth and breadth of activities, the complexity and diversity of work handled, as well as the level of autonomy demonstrated.

**ASSET**

**Asset 1:** Experience in providing advice and guidance on Labour Relations matters in adherence with relevant collective agreement, policies and legislation.

Do you have this asset?                      Yes                      No

Please provide us with concrete examples and details: