



APPLICATION FORM

Compliance Assistant (25-EAP-AC-02)

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 long-term or recurring physical, mental, sensory psychiatric or learning impairment and who consider themselves to be disadvantaged in employment by reason of that impairment, or believe that an employer or potential employer is likely to consider them to be disadvantaged in employment by reason of that impairment. This definition also includes persons whose functional limitations owing to their impairment have been accommodated in their current job 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

Secondary school diploma or an acceptable combination of education, training and/or experience.

Do you have a high school diploma or an acceptable combination of education, training, or experience?

Yes

No

Please provide us with details:

EXPERIENCE

Experience 1: Experience in providing administrative support.

Do you have this experience?

Yes

No

Please provide us with concrete examples and details:

Experience 2: Experience in creating, revising and/or formatting a template letter in MS Word.

Do you have this experience?

Yes

No

Please provide us with concrete examples and details:

Experience 3: Experience in compiling, validating, and reporting information.

Do you have this experience?

Yes

No

Please provide us with concrete examples and details:

Experience 4: Experience in creating and maintaining electronic files and database.

Do you have this experience?

Yes

No

Please provide us with concrete examples and details:

Experience 5: Experience with Microsoft Office Suite.

Do you have this experience?

Yes

No

Please provide us with concrete examples and details:

ASSETS

Asset 1: Experience in working in a federal government or parliamentary entity.

Do you have this asset?

Yes

No

Please provide us with concrete examples and details:

Asset 2: Experience with CRM Dynamics or ServiceNow.

Do you have this asset?

Yes

No

Please provide us with concrete examples and details:

Asset 3: Experience with SharePoint.

Do you have this asset?

Yes

No

Please provide us with concrete examples and details: