



APPLICATION FORM

Compliance Officer, ET-03

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

If yes, what is your group and level?

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

Do you have a secondary school diploma?

Yes

No

Please provide us with details:

EXPERIENCE

Experience 1: Experience in using various Microsoft Office applications such as Outlook, Word, Excel.

Do you have this experience?

Yes

No

Please provide us with concrete examples and details:

Experience 2: Experience in creating and maintaining electronic files.

Do you have this experience? Yes No

Please provide us with concrete examples and details:

Experience 3: Experience in establishing and/or maintaining working relationships with other work units, departments, or agencies.

Do you have this experience? Yes No

Please provide us with concrete examples and details:

Experience 4: Experience in creating, revising and/or formatting templates in Microsoft Word or Outlook.

Do you have this experience? Yes No

Please provide us with concrete examples and details:

ASSETS

Asset 1: Experience with customer relationship management software like Dynamics 365 or ServiceNow.

Do you have this asset? Yes No

Please provide us with concrete examples and details:

Asset 2: Experience with electronic records management system like Microsoft, SharePoint or GCdocs.

Do you have this asset? Yes No

Please provide us with concrete examples and details: