**Applicant Instructions:**

All applicants are required to submit two documents (emailed as one submission):

1. Resume
2. Qualifications Matrix (see below)

**Qualifications Matrix:**

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| PART A: Eligibility to work in Canada | Confirmation is required |
| PART B: Education | You must clearly demonstrate **HOW, WHEN,** and **WHERE** you met the required education |
| PART C: Experience | You must clearly demonstrate **HOW, WHEN,** and **WHERE** you gained each type of required experience |
| Evidence of all essential qualifications listed above must be clearly presented for an application to be screened to the next phase in the competitive process.  **Failure to provide the above information in the format required will result in your application not being advanced in the selection process.**  **Please limit this qualification matrix to a maximum of four pages.** | |

**IMPORTANT:**

Information on your described skills, experience, etc. provided in the qualification matrix must be supported by your resume (including month/year of start and end dates).

**It is NOT sufficient to only state:**

* Qualifications are met; or
* See Resume; or
* To provide a listing of current or past responsibilities.

The job questionnaire is not intended to be a duplication of your resume.

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| PART A: ELIGIBILITY | |
| APPLICANT NAME: | |
| To be considered for this opportunity you must be immediately eligible to accept employment in Canada.  Please confirm YOUR CURRENT CITIZENSHIP/IMMIGRATION STATUS ALLOWS YOU TO ACCEPT EMPLOYMENT IN CANADA. | |
|  YES |  NO |
| To be considered for this opportunity you must be immediately eligible to accept employment in Canada. Please select the response that best describes your current legal entitlement to work in Canada:   I am a Canadian citizen or permanent resident   I have a valid temporary work permit   None of the above | |

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| PART B: EDUCATION |
| EDUCATION REQUIREMENT: Grade 12 graduation or equivalent. |
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| PART C: EXPERIENCE |
| EXPERIENCE REQUIREMENT #1: Experience providing administrative support in a complex environment. |
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| EXPERIENCE REQUIREMENT #2: Experience using MS Office Suite, including Microsoft Word, Excel, PowerPoint and Outlook. |
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| EXPERIENCE REQUIREMENT #3: Experience applying legislation and regulations. |
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| PREFERENCE #1: Experience working within an auditing office and/or within the B.C. public Service. |
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| PREFERENCE #2: One year of office experience providing administrative support services |
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| WHERE DID YOU HEAR ABOUT US? |
| Please tell us where you heard about this position (LinkedIn, B.C. public service job board, Indeed, word of mouth, etc.) |
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