

The below is for Public Fund positions administered by the Regional Civilian Personnel Office in the following locations:

Casteau, Brunssum, Cologne, Niederheid, Ramstein, Naples, Stavanger, Ruislip, and Izmir

Recruitment Drive Screening Form

A. Are you the dependent of a Canadian civilian component member or CAF military member stationed	l in
Europe?	

Yes	No
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If you answered "No"

Unfortunately, your application cannot be considered.

C. What is your preferred language of correspondence?

English

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Please refer to our website for any other opportunities open to local nationals.

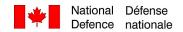
If you answered "Yes"

Please provide proof of eligibility in the form of a SOFA Stamp or similar.

Sponsor's Unit (e.g. Cf	-SU(E) Niederheid)	
_		<u> </u>
B. Personal Information	on	
Family name		
Given name(s)		
Title		
	Street name and number	
	Town	
Home address	Postal code and country	
	Slot number	
Telephone number		
Email address		
Nationality (list all)		
	•	

French

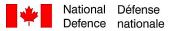
 \bigcirc



A = Basic

D. What type of employment are you interested in?			
Employment typ	e	Yes	No
Casual (Emergency Term Hire)		0	0
Part-time		0	0
Full-time		0	0
E. Do you have a pre-existing PRI number			
Yes, the number is:			
F. Are you currently employed with CFSU(E), MFS, NPI	F, or other organization?		
Yes	No		
0	0		
Please elaborate in the following fields: Place of employment Level/Grade			
Job Title			
G. Do you have an active security clearance?			
Yes	No		
0	0		
If you answered "Yes" Please elaborate in the following fields:			
Level of clearance			
Date issued			
H. Indicate your proficiency in the following languages	S		

B = Good



C = Fluent		N = None	
Languago	Pood	\A/rito	Speak

Language		Re	ad			Wı	rite			Spo	eak	
English	ΟA	\bigcirc B	\bigcirc C	\bigcirc N	○ A	\bigcirc B	\bigcirc C	\bigcirc N	ΟA	\bigcirc B	\bigcirc C	$\bigcirc N$
French	ΟA	ОВ	\bigcirc C	\bigcirc N	○ A	ОВ	\bigcirc C	\bigcirc N	ΟA	ОВ	\bigcirc C	$\bigcirc N$
German	ΟA	ОВ	\bigcirc C	\bigcirc N	ΟA	ОВ	\bigcirc C	\bigcirc N	ОА	ОВ	\bigcirc C	\bigcirc N
Other	ΟA	ОВ	\bigcirc C	\bigcirc N	ΟA	ОВ	\bigcirc C	\bigcirc N	ОА	ОВ	\bigcirc C	\bigcirc N
Other language:												

If you are hoping to be considered for a bilingual position, and have valid SLE test results (previous 5 years), please provide us with a copy of your results. If you wrote a Public Service Commission (PSC) test more than two months ago but did not retain a copy of your results, you can request these via the following website: http://www.psc-cfp.gc.ca/ppc-cpp/test-examen-result/result-eng.htm

I. Qualifications

Depending on the position being staffed, any of the qualifications below may be deemed as an essential "must have" or an asset "nice to have" qualification. Therefore, if you possess any of the following, your application must also clearly explain how you meet the below qualifications.

EDUCATION

ED1. Do you have a secondary school diploma?

Yes	No
0	\circ

If you answered "Yes"

Please provide a copy of your diploma.

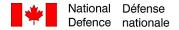
If you answered "No"

Please complete the following information.

What is the highest grade or	level of school you have completed?	
Additional information		

ED2. Do you have a post-secondary school diploma?

Yes	No
0	\circ



If you answered "Yes"

Please elaborate in the fields below:

Post-secondary education 1: Please provide a copy of your diploma.

		Please provide a co	py oj your aipiorna.	
Degree level				
Degree title				
Year awarded				
		Post-secondar Please provide a co	y education 2: py of your diploma.	
Degree level				
Degree title				
Year awarded				
ED3. Do you have		ate in Office Administration or	other relevant or compara	
		Yes		No
		0		0
If you answered Please elaborate		ds below:		
		Certifi Please prov	cate 1: vide a copy.	
Certificate	title			
Year awar	ded			

EXPERIENCE

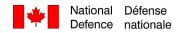
Certificate title

Year awarded

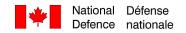
Please elaborate in the following fields (250 words or less)

Note: You must clearly demonstrate when (month-year to month-year), where and how you acquired each qualification by giving concrete examples. Information provided in your answers related to your education and experience must be supported in your resume.

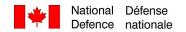
Certificate 2: Please provide a copy.



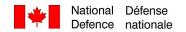
	Experience providing administrative support services in an office environment	Yes	No
EX1	Defined as, but not limited to: managing agendas, scheduling and organizing meetings/teleconferences, preparing and collating meeting file folders and background materials, procuring office equipment and supplies, maintaining a filing system, and other related duties.	0	0
EX1			
	Experience providing client service	Yes	No
EX2	Defined as, but is not limited to: ensuring orders and transactions are correctly processed, answering phone calls, addressing enquiries, and resolving client complaints.	0	0
EX2			



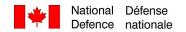
	Experience in mail or courier services	Yes	No
EX3	Defined as, but not limited to: receiving, screening, classifying, sorting and/or registering mail within the workplace.	0	0
EX3			
	Experience in making travel arrangements	Yes	No
EX4	Defined as, but not limited to: recommending and/or selecting accommodation based on both price and convenience, creating itineraries, and preparing travel documents for business trips.	0	0



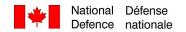
	Experience in financial administration	Yes	No
EX5	Defined as, but not limited to: recording transactions, developing and seeking required approvals, reporting on expenditures and balances, and providing accounting support services.	0	0
EX5			
	Experience in providing budget support services	Yes	No
EX6	Defined as, but not limited to: budget forecasting, monitoring and reporting.	0	0
EX6			



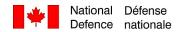
	Experience in the provision of human resources support services	Yes	No
EX7	Defined, but is not limited to: providing services in classification and organizational design, coordinating staffing processes, dealing with labor relation issues, providing payroll services, and using human resources software such as HRMS.	0	0
EX7			
	Experience working in a school environment	Yes	No
EX8	Experience working in a school environment Defined as, but not limited to: working as an educator, administrator or administrative assistant within a school.	Yes	No



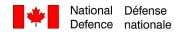
	Experience working in a medical environment	Yes	No
EX9	Defined as, but not limited to: managing a clinic's appointment schedule, working with (and maintaining) medical files, responding to questions concerning medical services, handling patient referrals, and processing medical invoices.	0	0
EX9			
	Experience working in a construction or maintenance environment	Yes	No
EX10	Defined as, but not limited to: repair and/or maintenance of building components (such as heating, air conditioning, ventilation, plumbing and electrical systems normally associated with infrastructure and building maintenance).	0	0



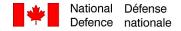
	Experience working in a legal environment	Yes	No
EX11	Defined as, but not limited to: drafting legal documents, and conducting legal research.	0	0
EX11			
	Experience in interpreting and applying policies, procedures, directives or legislations for relevant manager, program or client	Yes	No
EX12		0	\circ
EX12			



	Experience using an electronic records management system (e.g. SharePoint)	Yes	No
EX13		0	0
EX13			
	Experience using Microsoft Suite (e.g. Excel, PowerPoint, Word, Publisher, and Access)	Yes	No
EX14		0	0
EX14			



	Experience in using financial and/or accounting systems such as SAP, STAR, DRMIS or other	Yes	No
EX15		\bigcirc	\bigcirc
EX15			
	Experience working with, and reconciling travel claims	Yes	No
EX16		0	0
EX16			



	Experience in providing contracting and procurement support services	Yes	No
EX17		0	0
EX17			

If you have any further information that did not fit into this form, please submit the additional document(s) along with your other résumé and this form.

By submitting this form and any additional documents, you certify that all statements are true.

You also confirm that you understand that you may be immediately released from employment for knowingly making a false and/or misleading statement. Lastly, you understand that it is your responsibility to advise the Regional Civilian Personnel Office of any changes to the information on the foregoing application.