

APPLICATION QUESTIONNAIRE

TITLE: Communications Assistant
LOCATION: Prince George Fire Centre

CLASSIFICATION: CO 15
SUPERVISOR TITLE: Community Engagement Specialist

Applicant Name:

Resume Attached?: ☐ Yes

Instructions: Please select the most accurate answer for each question pertaining to the requirements for the above noted competition. This questionnaire is to be completed in this format and returned along with your resume by the deadline noted in the posting.

Please note that preference may be given to applicants who meet the “preferred job requirements” as listed in the Job Profile.

I certify that all information submitted is true and complete. I understand that any information provided by me through the hiring process that is found to be false, or misrepresented in any respect, may eliminate me from further consideration.
☐ Yes, I certify

Which of the following best describes your current status as an employee of the Province of British Columbia (BC Public Service)?

- ☐ Regular full time or part time government employee
- ☐ Auxiliary government employee who has worked more than 30 days (≥ 210 hours)
- ☐ Auxiliary government employee who has worked less than 30 days (≤ 210 hours)
- ☐ Other
- ☐ None of the above—I am not currently an employee of the BC Public Service

If you are a current or former BC Public Service employee, information concerning your past work performance may be collected from any public body within the BC Public Service for consideration in assessing your application for this opportunity.

- ☐ Yes, I agree
- ☐ No, I do not agree
- ☐ I am not a current or former employee of the BC Public Service

To be considered for this opportunity you must be immediately eligible to accept employment in Canada. Please select the response that best describes your legal entitlement to work in Canada.

- ☐ I am a Canadian Citizen or permanent resident
- ☐ I have a valid Temporary Work Permit
- ☐ I am in the process of obtaining a Temporary Work Permit
- ☐ None of the above

Please select the response that best describes your highest level of completed education in a field related to communications, public relations, journalism or equivalent knowledge.

- ☐ Degree or higher
- ☐ Diploma
- ☐ Certificate
- ☐ Some post-secondary coursework

- ☐ I have a post-secondary education in another discipline
- ☐ Secondary School graduation (Grade 12) or equivalent (e.g. GED)
- ☐ None of the above

Please select the response that best describes your experience in communications, public relations, journalism or equivalent.

- ☐ 10 years or more
- ☐ 5 years or more, but less than 10
- ☐ 2 years or more, but less than 5
- ☐ Less than 2 years
- ☐ I do not have this experience but am willing to learn

I have, or am able to immediately obtain, a valid class 5 BC driver's license (or equivalent) that does not limit or restrict the ability to conduct the duties of the job.

- ☐ Yes
- ☐ No

Please select the response that best describes your experience in wildfire response. (Preferred requirement.)

- ☐ 10 years or more
- ☐ 5 years or more, but less than 10
- ☐ 2 years or more, but less than 5
- ☐ Less than 2 years
- ☐ I do not have this experience but am willing to learn

Please select the response that best describes your experience in emergency response. (Preferred requirement.)

- ☐ 10 years or more
- ☐ 5 years or more, but less than 10
- ☐ 2 years or more, but less than 5
- ☐ Less than 2 years
- ☐ I do not have this experience but am willing to learn

From the list below, select those applications with which you have 2 or more years experience with. (Preferred requirement.)

- ☐ Microsoft Office programs including Outlook, Word, Excel, PowerPoint
- ☐ Microsoft Office programs including Publisher, MS Teams, One Drive, One Note
- ☐ Adobe Suite
- ☐ Content Management System (e.g. WordPress, CMS Lite)
- ☐ I do not have this experience but am willing to learn