

Job Qualifications Grid

Applicant Instructions:

1. In addition to submitting your cover letter and resume, you must submit a completed qualifications grid **no later than 12:00 PM PDT (noon), Friday, February 8, 2019** to Competition57675@bcorl.ca. You must email your application by the stated deadline in order to be considered in this competition.
2. Clearly show how you demonstrate the essential and desirable qualifications (i.e. Education, Experience) for the initial screening through your resume and job qualifications grid. It is NOT sufficient to only state that the qualifications are met or to provide a listing of current or past responsibilities. You must clearly demonstrate **HOW, WHEN, and WHERE** the qualification was met through substantiation by examples. Information on your described skills, experience, etc. provided in a job qualifications grid should be supported by your resume. **Failure to provide the above information in the format required may result in your application being rejected from the process.**
3. The job qualifications grid is not intended to be a duplication of your resume. **See the example below showing the level of detail required of your responses:**

Please limit this grid to a maximum of 2 pages. If your Job Qualifications Grid exceeds 2 pages, your application will not be considered. You may remove the above instructions if you require more room.

Example: Minimum 1 year relevant experience providing administrative support services.	Start date: January 6, 2015 End date: February 20, 2016 Organization: (Ministry/Company name) Type of administrative activities: While working at (company name) as (job title) I provided administrative support services to (title of position(s) supported). These services consisted of (services). The majority of my time was spent on (activity A) (X%), (activity B) (X%), and (activity C) (X%). I primarily supported (title of position A) and provided relief coverage for the (title of position B) approximately (X%) of my time. Type of
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Applicant Name: _____

Phone #: _____ **Email:** _____

Requisition number: 5 7 6 7 5

Position Title: Registry and Compliance Officer

Job Requirements	Applicant Information
Essential Qualifications (Education, Training and Experience)	Clearly demonstrate HOW, WHEN, WHERE the qualification was met through substantiation by examples.
University degree in a related field (e.g. Public Administration, Political Science, Law, etc.)	
Minimum of 1 year of experience providing intake services or addressing complaints or inquiries from members of the public, including assessing needs, identifying appropriate actions, and/or preparing written recommendations.	
An equivalent combination of education and related experience may be considered.	

Preferred Qualifications	Clearly demonstrate HOW, WHEN, WHERE the qualification was met through substantiation by examples.
Preference may be given to candidates with recent experience regularly interpreting and applying a regulatory statute and related regulations.	
Preference may be given to candidates with experience applying the principles of administrative fairness and natural justice.	
<p><input type="checkbox"/> I certify that all information submitted is true, complete and correct. I understand that any information provided by me in my application, any assessment documents or processes and/or an interview that is found to be false or misrepresented in any respect, may eliminate me from further consideration for employment or may result in my dismissal.</p> <p>Name: _____ Date: _____</p>	