# **Employment Application Questionnaire**

Accounts Payable & Contract Administration Coordinator – Competition #120282

Thank you for your interest in working with RCY, and for taking the time to fill in this questionnaire.

Please note this competition is only open to employees who are employed by the BC Public Service.

**Instructions:**

1. Please submit your resume and completed questionnaire as a PDF by email to jobs@rcybc.ca. Deadline to submit is 11:00pm PDT June 5, 2025.
2. This questionnaire is a key component of our screening process. If you do not fully complete and return the questionnaire by the deadline, we will assume you have withdrawn from the competition.
3. There are 5 parts to the questionnaire. Please complete all sections.
4. Information provided should be supported by your resume. **However, please do not cut and paste from your resume or the job profile into this form**. We are looking for specific details that clearly demonstrate how, when and where you meet the education and experience qualifications. Here is an example to show what we are looking for:

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| **Minimum 1-year relevant experience providing administrative support services.**  | **Executive Assistant, Ministry of Law****March 2018 – April 2022****Overview of experience gained:** * Documents and database management, including preparation of files for financial audits, ensuring documents met standards.
* Client services including providing timely information regarding services in person, over the phone, and via email/online correspondence.
* Document creation and preparation for senior management, including developing templates for form letters, legal correspondence, contracts, policy and procedure documents, and weekly reports.
* HR administration including timesheet submission and personnel documents, ensuring strict confidentiality.
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## **Part 1: General Information**

**IMPORTANT NOTE: You must be a current BC Public Service employee in order to be considered for this position.**

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| **Applicant Name:**  |
| **Email:** | **Are you a current BC Public Service employee (Y or N):** |

## **Part 2: Introduction**

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| **Tell us your story.** |
| **Please use the space below to tell us a bit about yourself and why you are interested in working for RCY.****Please keep this section to one page maximum.** |
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## **Part 3: Education & Experience**

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| **Job Requirements** | **Applicant Information** |
| **Essential Qualifications – Education and Training** | **Clearly demonstrate HOW, WHEN AND WHERE the qualification was achieved, supported by specific examples.** |
| Secondary school graduation or equivalent combination of education and work experience.  | *For each educational achievement, please use the following headings for all entries:***Education:****School:****Start and End Dates:****Total number of months/years:***For any other learning or training, please provide:***Type of learning/training:****Length of time, including start and end dates if appropriate.** |

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| **Essential Qualifications - Experience** | *Please use the following headings for all entries:***Position (title), Organization:** **Start and end dates:** **Total number of months/years:****Overview of experience gained:** |
| **Experience #1:**A minimum of two (2) years of recent experience (within the last five (5) years) processing accounts payable in BC provincial government using CAS (Corporate Accounting System). |  |

## **Part 4: Preferences**

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| **Self-Identification** | **Applicant Information** |
| **Preference may be given to candidates with:** | **Please answer *yes, no or prefer not to disclose.* You may include addition information about how you meet the preference statement, only if you feel comfortable doing so.** |
| To achieve a representative team at RCY, preference may be given to applicants self-declaring as being a member of one or more of the groups identified below. RCY believes that an organization that reflects the diversity of the communities we serve strengthens our ability to achieve our mission. We strongly encourage applications from members of communities that are marginalized or that experience structural discrimination including those identifying as Indigenous, people of colour, members of non-dominant ethnic, linguistic and/or cultural groups (im)migrants/ newcomers, people with (dis)abilities, and 2SLGBTQIA+ people. We encourage applicants to self-identify in their application if they feel comfortable doing so. | ***Example:*** *“Yes - I am a Cree woman from the James Bay region of northern Quebec.”* |

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| **Other preferences** | **Applicant Information** |
| **Preferences may be given to candidates with:**  | **Clearly demonstrate HOW, WHEN AND WHERE the qualification was achieved, supported by specific examples.** |
| * Completion of post-secondary financial coursework.
* Two (2) or more years of contract administration experience in a government environment.
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## **Part 5: Confirmation**

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| By submitting this questionnaire, 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. By submitting my application, I confirm that I have not used AI technology or paraphrasing technology to prepare it. I understand that AI detection software may be used to assess my application.

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| **Name:**  | **Date:**  |

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