# **Employment Application Questionnaire**

Policy Analyst - Competition # 121038

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

**Instructions:**

1. Please submit your resume and completed questionnaire as a word by email to [jobs@rcybc.ca](mailto:jobs@rcybc.ca). Deadline to submit is 11:00pm PDT Sunday, September 7, 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 If you do not fully complete and return the questionnaire by the deadline, we will assume you have withdrawn from the competition.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. We have provided an example below to show what we are looking for.

**EXAMPLE:**

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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. |

## **Part 1: General Information**

**IMPORTANT NOTE: You must be living in British Columbia or be willing to relocate to be considered for this position.**

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| **Applicant Name:** | |
| **Email:** | **What province do you reside in:** |
| **If you are not currently living in British Columbia, are you willing to relocate (Please answer *Yes* or *No* only):** | |

## **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/or Training)** | **Clearly demonstrate HOW, WHEN AND WHERE the qualification was achieved, supported by specific examples.** |
| **Education**  A Graduate degree in human services, social sciences or a related discipline with a social policy component (e.g., Social Work, Child and Youth Care, Psychology, Criminology, Indigenous Studies, Health Sciences, Law, Sociology, Education, or Gender Studies) or a bachelor’s degree in human services with additional training in policy analysis.  RCY recognizes and values the cultural and community knowledge and experience that is gained over time, therefore other forms of post-secondary education and /or training will be considered.  For example:   * Professional development educational and learning opportunities * Community and work experience in which skills and knowledge are developed over time * First Nations, Métis or Inuit political leadership, governance, or program/project research roles | *For each educational achievement, please use the following headings for all entries:*  **Education/Degree:**  **Post-Secondary Institution:**  **Start and End Dates:**  **Total number of months/years:**  *For non-post-secondary education and/or training, please provide:*  **Type of learning:**  **Length of time, using 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:** Three (3) years or more of front-line experience working within the child and family serving system, e.g. in child welfare, family services, guardianship, mental health, substance use, special needs, special education, adoption, youth justice, residential care, or early childhood development. |  |
| **Experience #2:** Experience designing and participating in anti-racist approaches, cultural safety, or inclusion frameworks. |  |
| **Experience #3:** Professional experience writing clear, concise reports, policy papers, briefing notes, presentations, and/or other materials that explore complex issues for a public audience such as public leaders, policy makers, service providers, or the general population. |  |
| **Experience #4:** Three (3) years of experience working within and for First Nations, Métis, Inuit and/or urban Indigenous communities. |  |

**Part 4: Hiring Restriction**

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| **Self-Identification** | **Applicant Information** |
| **This competition is restricted to self-identified Indigenous** (First Nations, Métis, or Inuit) **applicants:** | **Please answer *yes, no or prefer not to disclose.* You may include addition information, only if you feel comfortable doing so.** |
| In recognition of the critical importance to this role of a lived understanding of Indigenous communities, history, values, and ways of knowing, this competition is restricted to self-identified Indigenous applicants (First Nations, Métis, or Inuit). RCY commits to holding self-identification information confidentially – we hold this obligation with care and commitment. Your information will only be shared with the hiring panel, who commit to holding it in confidence and will not share your information unless it is needed for the hiring process (such as getting approval to extend a job offer). | ***Example:*** *“Yes - I am a Cree woman from the James Bay region of northern Quebec.”* |

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| **Lived experience** | **Applicant Information** |
| **Preference may be given to candidates with:** | **For personal lived experience, please briefly describe your experience to the degree you feel comfortable sharing.** |
| Personal lived experience with child and youth serving systems. Lived experience could be through your own experience with receiving these services and/or involvement as a caregiver to an individual who has accessed these services. |  |

## **Part 5: Eligibility Requirements**

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| All positions in RCY require applicants to be at least 16 years old and eligible to work in Canada.  To be eligible to work in Canada, you must be a **Canadian citizen**, **a permanent resident of Canada** or **authorized in writing to work in Canada under the federal Immigration Act**. Eligibility to work in Canada is granted through citizenship, permanent resident status, or a work permit.  You must be a Canadian citizen or permanent resident to accept a permanent job offer (unless stated otherwise in the posting).  If you have a valid temporary work permit, you may be eligible for temporary (auxiliary) work, but only until your work permit expires or is renewed. For information on temporary work permit requirements, visit [Immigration and Citizenship Canada](https://www.canada.ca/en/services/immigration-citizenship.html).  **Confirmation of status to work in Canada:**  I am a Canadian citizen or permanent resident of Canada, or  I am authorized to work in Canada with a valid work or study permit, or  I am not currently authorized to work in Canada.  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.   |  |  | | --- | --- | | **Name:** | **Date:** | |