# **Employment Application Questionnaire**

Intake and Community Relations Coordinator – Competition #121184

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 PDF by email to [jobs@rcybc.ca](mailto:jobs@rcybc.ca). Deadline to submit is 11:00pm PDT, Sunday, September 14, 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 If you do not fully complete and return the questionnaire by the deadline, we will assume you have withdrawn from the competition.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 willing to relocate to be considered for this position.**

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| **Applicant Name:** | |
| **Email:** | **Province 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 Training** | **Clearly demonstrate HOW, WHEN AND WHERE the qualification was achieved, supported by specific examples.** |
| Coursework or diploma and 2 years of related experience in social sciences, human services, or office administration.  OR  An equivalent combination of education and experience may be considered.  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, such as:   * Structured, intentional teachings from Elders and/or Knowledge Keepers * Professional development educational and learning opportunities * Community and work experience in which skills and knowledge are developed over time | *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 each 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**  A minimum of 2 years’ \*recent experience for each of the four (4) experience factors below (\*Recent experience is defined as within the last five years). | *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:** Working in a high-volume, fast-paced client support environment. |  |
| **Experience #2:** Responding to incoming calls, assessing service requests, and facilitating referrals to appropriate services. |  |
| **Experience #3:** Working with a variety of teams to promote communication and collaboration. |  |
| **Experience #4:** Engaging with community and cultural groups serving children and youth in British Columbia |  |

**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.”* |

## **Part 5: Eligibility Requirements**

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| All RCY positions 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 and Refugee Protection 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:** | |