

The below is for Public Fund positions administered by the Regional Civilian Personnel Office in the following locations:  
Casteau, Brunssum, Cologne, Niederheid, Ramstein, Naples, Stavanger, Ruislip, and Izmir

## Recruitment Drive Screening Form

### A. Are you the dependent of a Canadian civilian component member or CAF military member stationed in Europe?

Yes	No
<input type="radio"/>	<input type="radio"/>

#### If you answered “No”

Unfortunately, your application cannot be considered.

Please refer to our website for any other opportunities open to local nationals.

#### If you answered “Yes”

Please provide proof of eligibility in the form of a SOFA Stamp or similar.

Sponsor’s Unit (e.g. CFSU(E) Niederheid)	
--	--

### B. Personal Information

Family name			
Given name(s)			
Title			
Home address	Street name and number		
	Town		
	Postal code and country		
	Slot number		
Telephone number			
Email address			
Nationality (list all)			

### C. What is your preferred language of correspondence?

English	French
<input type="radio"/>	<input type="radio"/>



**D. What type of employment are you interested in?**

Employment type	Yes	No
Casual (Emergency Term Hire)	<input type="radio"/>	<input type="radio"/>
Part-time	<input type="radio"/>	<input type="radio"/>
Full-time	<input type="radio"/>	<input type="radio"/>

**E. Do you have a pre-existing PRI number**

Yes, the number is:

**F. Are you currently employed with CFSU(E), MFS, NPF, or other organization?**

Yes	No
<input type="radio"/>	<input type="radio"/>

**If you answered “Yes”**

Please elaborate in the following fields:

Place of employment	<input type="text"/>
Level/Grade	<input type="text"/>
Job Title	<input type="text"/>

**G. Do you have an active security clearance?**

Yes	No
<input type="radio"/>	<input type="radio"/>

**If you answered “Yes”**

Please elaborate in the following fields:

Level of clearance	<input type="text"/>
Date issued	<input type="text"/>

**H. Indicate your proficiency in the following languages**

A = Basic	B = Good
-----------	----------

C = Fluent	N = None
------------	----------

Language	Read				Write				Speak			
English	<input type="radio"/> A	<input type="radio"/> B	<input type="radio"/> C	<input type="radio"/> N	<input type="radio"/> A	<input type="radio"/> B	<input type="radio"/> C	<input type="radio"/> N	<input type="radio"/> A	<input type="radio"/> B	<input type="radio"/> C	<input type="radio"/> N
French	<input type="radio"/> A	<input type="radio"/> B	<input type="radio"/> C	<input type="radio"/> N	<input type="radio"/> A	<input type="radio"/> B	<input type="radio"/> C	<input type="radio"/> N	<input type="radio"/> A	<input type="radio"/> B	<input type="radio"/> C	<input type="radio"/> N
German	<input type="radio"/> A	<input type="radio"/> B	<input type="radio"/> C	<input type="radio"/> N	<input type="radio"/> A	<input type="radio"/> B	<input type="radio"/> C	<input type="radio"/> N	<input type="radio"/> A	<input type="radio"/> B	<input type="radio"/> C	<input type="radio"/> N
Other	<input type="radio"/> A	<input type="radio"/> B	<input type="radio"/> C	<input type="radio"/> N	<input type="radio"/> A	<input type="radio"/> B	<input type="radio"/> C	<input type="radio"/> N	<input type="radio"/> A	<input type="radio"/> B	<input type="radio"/> C	<input type="radio"/> N
Other language:												

If you are hoping to be considered for a bilingual position, and have valid SLE test results (previous 5 years), please provide us with a copy of your results. If you wrote a Public Service Commission (PSC) test more than two months ago but did not retain a copy of your results, you can request these via the following website: <http://www.psc-cfp.gc.ca/ppc-cpp/test-examen-result/result-eng.htm>

**I. Qualifications**

Depending on the position being staffed, any of the qualifications below may be deemed as an essential “must have” or an asset “nice to have” qualification. Therefore, if you possess any of the following, your application must also clearly explain how you meet the below qualifications.

**EDUCATION**

ED1. Do you have a secondary school diploma?

Yes	No
<input type="radio"/>	<input type="radio"/>

**If you answered “Yes”**

Please provide a copy of your diploma.

**If you answered “No”**

Please complete the following information.

What is the highest grade or level of school you have completed?	
Additional information	

ED2. Do you have a post-secondary school diploma?

Yes	No
<input type="radio"/>	<input type="radio"/>

**If you answered “Yes”**

Please elaborate in the fields below:

Post-secondary education 1:  
*Please provide a copy of your diploma.*

Degree level	
Degree title	
Year awarded	

Post-secondary education 2:  
*Please provide a copy of your diploma.*

Degree level	
Degree title	
Year awarded	

ED3. Do you have a certificate in Office Administration or other relevant or comparable program?

Yes	No
<input type="radio"/>	<input type="radio"/>

**If you answered “Yes”**

Please elaborate in the fields below:

Certificate 1:  
*Please provide a copy.*

Certificate title	
Year awarded	

Certificate 2:  
*Please provide a copy.*

Certificate title	
Year awarded	

**EXPERIENCE**

Please elaborate in the following fields (250 words or less)

**Note:** You must clearly demonstrate when (month-year to month-year), where and how you acquired each qualification by giving concrete examples. Information provided in your answers related to your education and experience must be supported in your resume.



	<b>Experience providing administrative support services in an office environment</b>	<b>Yes</b>	<b>No</b>
EX1	<i>Defined as, but not limited to: managing agendas, scheduling and organizing meetings/teleconferences, preparing and collating meeting file folders and background materials, procuring office equipment and supplies, maintaining a filing system, and other related duties.</i>	<input type="radio"/>	<input type="radio"/>
EX1			
	<b>Experience providing client service</b>	<b>Yes</b>	<b>No</b>
EX2	<i>Defined as, but is not limited to: ensuring orders and transactions are correctly processed, answering phone calls, addressing enquiries, and resolving client complaints.</i>	<input type="radio"/>	<input type="radio"/>
EX2			



	<b>Experience in mail or courier services</b>	<b>Yes</b>	<b>No</b>
EX3	<i>Defined as, but not limited to: receiving, screening, classifying, sorting and/or registering mail within the workplace.</i>	<input type="radio"/>	<input type="radio"/>
EX3			
	<b>Experience in making travel arrangements</b>	<b>Yes</b>	<b>No</b>
EX4	<i>Defined as, but not limited to: recommending and/or selecting accommodation based on both price and convenience, creating itineraries, and preparing travel documents for business trips.</i>	<input type="radio"/>	<input type="radio"/>
EX4			



	<b>Experience in financial administration</b>	<b>Yes</b>	<b>No</b>
EX5	<i>Defined as, but not limited to: recording transactions, developing and seeking required approvals, reporting on expenditures and balances, and providing accounting support services.</i>	<input type="radio"/>	<input type="radio"/>
EX5			
	<b>Experience in providing budget support services</b>	<b>Yes</b>	<b>No</b>
EX6	<i>Defined as, but not limited to: budget forecasting, monitoring and reporting.</i>	<input type="radio"/>	<input type="radio"/>
EX6			



	<b>Experience in the provision of human resources support services</b>	<b>Yes</b>	<b>No</b>
EX7	<i>Defined, but is not limited to: providing services in classification and organizational design, coordinating staffing processes, dealing with labor relation issues, providing payroll services, and using human resources software such as HRMS.</i>	<input type="radio"/>	<input type="radio"/>
EX7			
	<b>Experience working in a school environment</b>	<b>Yes</b>	<b>No</b>
EX8	<i>Defined as, but not limited to: working as an educator, administrator or administrative assistant within a school.</i>	<input type="radio"/>	<input type="radio"/>
EX8			





	<b>Experience working in a medical environment</b>	<b>Yes</b>	<b>No</b>
EX9	<i>Defined as, but not limited to: managing a clinic's appointment schedule, working with (and maintaining) medical files, responding to questions concerning medical services, handling patient referrals, and processing medical invoices.</i>	<input type="radio"/>	<input type="radio"/>
EX9			
	<b>Experience working in a construction or maintenance environment</b>	<b>Yes</b>	<b>No</b>
EX10	<i>Defined as, but not limited to: repair and/or maintenance of building components (such as heating, air conditioning, ventilation, plumbing and electrical systems normally associated with infrastructure and building maintenance).</i>	<input type="radio"/>	<input type="radio"/>
EX10			



	<b>Experience working in a legal environment</b>	<b>Yes</b>	<b>No</b>
EX11	<i>Defined as, but not limited to: drafting legal documents, and conducting legal research.</i>	<input type="radio"/>	<input type="radio"/>
EX11			
	<b>Experience in interpreting and applying policies, procedures, directives or legislations for relevant manager, program or client</b>	<b>Yes</b>	<b>No</b>
EX12		<input type="radio"/>	<input type="radio"/>
EX12			



	<b>Experience using an electronic records management system (e.g. SharePoint)</b>	<b>Yes</b>	<b>No</b>
EX13		<input type="radio"/>	<input type="radio"/>
EX13			
	<b>Experience using Microsoft Suite (e.g. Excel, PowerPoint, Word, Publisher, and Access)</b>	<b>Yes</b>	<b>No</b>
EX14		<input type="radio"/>	<input type="radio"/>
EX14			



	<b>Experience in using financial and/or accounting systems such as SAP, STAR, DRMIS or other</b>	<b>Yes</b>	<b>No</b>
EX15		<input type="radio"/>	<input type="radio"/>
EX15			
	<b>Experience working with, and reconciling travel claims</b>	<b>Yes</b>	<b>No</b>
EX16		<input type="radio"/>	<input type="radio"/>
EX16			



	Experience in providing contracting and procurement support services	Yes	No
EX17		<input type="radio"/>	<input type="radio"/>
EX17			

**If you have any further information that did not fit into this form, please submit the additional document(s) along with your other résumé and this form.**

By submitting this form and any additional documents, you certify that all statements are true.

You also confirm that you understand that you may be immediately released from employment for knowingly making a false and/or misleading statement. Lastly, you understand that it is your responsibility to advise the Regional Civilian Personnel Office of any changes to the information on the foregoing application.