



Where ideas work

We want to get to know you!

All applicants interested in research and/or communications related co-op positions are required to complete the following questionnaire so we can create a unique applicant profile about you. Please complete all sections and submit along with your résumé and cover letter to the contact email provided in the posting. We are interested in hearing about your unique experiences and skill sets so we can easily access your record when looking for possible “best fit” matches for hiring managers who choose to fill their research and communications co-op positions through the Co-op Candidate Pooling service.

Contact Information

LAST NAME:

FIRST NAME:

TODAY’S DATE (year/month/day):

STREET ADDRESS:

CITY:

POSTAL CODE:

HOME PHONE:

WORK PHONE:

CELL PHONE:

EMAIL:

Are you currently registered in a recognized co-op program? Yes No

Are you legally entitled to work in Canada? Yes No

How did you hear about us?

Have you had a previous work term with the BC Public Service? Yes No

Location: Check all locations in which you would be willing to accept a co-op term

- Victoria
- Vancouver/Lower Mainland
- Prince George
- Nelson
- Kamloops
- Kelowna
- Nanaimo
- Parksville

Academic Background

Undergraduate/Diploma

Graduate

1st year 2nd year 3rd year 4th year

Program

Arts (English, History, etc)

Sciences (Geography, Oceanic Sciences, etc.)

Humanities (Psychology, Sociology, etc.)

Commerce

Business Administration

Communications

Marketing

Public Administration

Other:

Skills Inventory Please check all that may apply

MS Word

Excel

Adobe Suite

CMNS 473

CS (InDesign, Photoshop and Illustrator)

Sharepoint

Strong communications skills

Experience preparing presentations

Strong research skills

Ability to multi task under tight deadlines

Other Information: If you would like to expand on any of your additional skills and experience, please feel free to write a brief paragraph (1000 character limit):

Approval to use information

This information is being collected under the authority of the Freedom of Information and Protection of Privacy Act, Section 27 (2) and 26c. It will be used to determine whether an applicant is suitable and qualified for an appointment to a position or positions within the BC Public Service. It will be used to manage the Co-op Candidate Pooling Program and shared with managers who are looking for qualified applicants for their co-op

opportunities. If you have any questions about the collection of this information, please contact the Co-op Resource Office at (250) 356-7487 or Coop.Recruitment@gov.bc.ca.

I agree to allow the Co-op Candidate Pooling Program to use my personal information in the manner described in the statement above.

Name

Date

I do not agree to allow the Co-op Candidate Pooling Program to use my personal information in the manner described in the statement above.

Name

Date

Thank you for your application and interest in a co-op placement with the BC Public Service. We appreciate the time it took to get to know us and let us get to know you!

You can expect to be contacted and informed of your status (whether or not you have been shortlisted for a co-op position) within 30 days.