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| **Job Questionnaire Grid** | | |
| **Applicant Instructions:**   1. In addition to submitting your cover letter and resume, you must submit a completed job questionnaire as soon as possible. The final date for submissions is **4:30 PM PST, November 28. 2018 to** [HR@bcauditor.com](mailto:HR@bcauditor.com). **All three documents must be emailed as one submission.** 2. Clearly show how you demonstrate the education requirement and the essential qualifications for the initial screening through your resume and job questionnaire. It is NOT sufficient to only state that the qualifications are met or to provide a listing of current or past responsibilities. You must clearly demonstrate **HOW, WHEN,** and **WHERE** the qualification was met through substantiation by examples. Information on your described skills, experience, etc. provided in a job questionnaire should be supported by your resume. 3. The job questionnaire is not intended to be a duplication of your resume.   **Please limit this grid to a maximum of 2 pages.** | | |
| **Applicant Name:** | | |
| **Phone #** | | **Email:** |
| **Are you Legally Entitled to Work in Canada? Y/N** | | |
| **Position Title: Manager, Performance Audit** | | |
| **Job Requirements** | **Applicant Information** | |
| **Essential Qualifications Education** | **Clearly demonstrate how you met the educational background.** | |
| Master’s Degree or evidence of continuous learning relevant to a specialist credential related to the mandate of the Office (for example a Professional Accounting or other designation, Law Degree, Professional Engineer, or equivalent) |  | |
| **Essential Qualifications** | **Clearly demonstrate HOW, WHEN, WHERE the qualification was met through substantiation by examples.** | |
| A minimum of 3 years progressively responsible experience conducting audits and/or assessments of an organization’s performance, including responsibility for managing, planning, conducting and reporting on audit/assessment projects |  | |
| ☐ I certify that all information submitted is true, complete and correct. I understand that any information provided by me in my application, any assessment documents or processes and/or an interview that is found to be false or misrepresented in any respect, may eliminate me from further consideration for this employment opportunity.  Name: \_ Date: \_ | | |