



Conflict of Interest and Ethics Commissioner
Commissaire aux conflits d'intérêts et à l'éthique

APPLICATION FORM

Communications Officer, Media and Public Relations, ET-04

For your application to be considered, you **must complete section 1** (contact information) and **section 3** (education, experience, and assets, if applicable). Section 2 (self-declaration) is voluntary.

SECTION 1 – Contact Information

Please ensure that all your contact information is up to date. If we are unable to reach you by email, we will not be able to consider your application.

First name:

Last name:

Email:

Telephone:

Address:

City:

Province:

Postal code:

Citizenship:

Are you legally authorized to work in Canada? ☐ Yes ☐ No

Are you an employee working within a parliamentary entity or a person employed in the Public Service of Canada?

☐ Yes ☐ No

If yes, what is your group and level?

Are you a person residing in Canada or a Canadian citizen residing abroad?

☐ Yes ☐ No

SECTION 2 – Self-declaration

This section is designed to gather information on the representation of groups targeted by employment equity at the Office of the Conflict of Interest and Ethics Commissioner. Your participation is voluntary, and your responses will remain confidential. You may identify as belonging to more than one designated group. With your consent, the information provided may also be used for management purposes or for compiling statistics on human resources.

I understand that the information provided in this section may be used for management purposes or for compiling statistics on human resources.

☐ Yes ☐ No

WOMAN: Under the *Employment Equity Act*, women are considered a designated group.

Do you identify as a woman?

☐ Yes ☐ No

VISIBLE MINORITY: Members of visible minorities are individuals, other than Indigenous peoples, who are not of white race or who do not have white skin, regardless of their place of birth.

According to this definition, do you identify as a member of a visible minority?

☐ Yes ☐ No

PERSON WITH A DISABILITY: People with a disability have a lasting or recurring impairment of their physical, mental, or sensory capacities, or of a psychiatric or learning nature, and consider themselves to be disadvantaged in terms of employment because of this impairment, OR believe they may be regarded as disadvantaged in terms of employment by their employer or potential employers because of such an impairment. This definition also includes individuals whose functional limitations related to their disability are subject to adaptations in their current employment or workplace.

According to this definition, do you identify yourself as a person with a disability?

☐ Yes ☐ No

INDIGENOUS PERSON: An Indigenous person is one who is a part of the First Nations (North American Indians), Métis, or Inuit, and/or who has declared to be a registered Indian or covered by a treaty under the *Indian Act*, and/or who has indicated to be a member of an Indian band.

According to this definition, do you identify as an Indigenous person?

☐ Yes ☐ No

SECTION 3 – Essential qualifications and asset qualifications

Please clearly indicate how you meet the **education requirements**, each of the **experience criteria**, and any of the **asset qualifications** (if applicable). Provide relevant and **concrete examples** from your professional background. Include **specific details** explaining how much experience you have, and how and when you acquired it. It is not enough to state that you meet the qualification or to list current or past responsibilities.

EDUCATION

Do you have a degree from a recognized post-secondary institution in Communications, Public Relations, Journalism, Political Science, or a related field, or an acceptable combination of post-secondary education, training, and equivalent work experience?

☐ Yes ☐ No

Please provide us with details:

EXPERIENCE

Experience 1: A minimum of four years of experience in any combination of the following areas:

- Media relations and/or public affairs, including responding to media or public inquiries, or
- Developing and implementing communications plans and strategies, or
- Researching, drafting, and producing a variety of communications products (e.g., media responses, briefing notes, web content, internal communication materials), or
- Coordinating and supporting communications projects or initiatives.

Do you have any of these experiences? ☐ Yes ☐ No

Please provide us with concrete examples and details:

Experience 2: Experience briefing or advising senior management, orally and in writing.

Do you have this experience? ☐ Yes ☐ No

Please provide us with concrete examples and details:

Experience 3: Experience researching, analyzing, and synthesizing information from multiple sources to support communication activities.

Do you have this experience? ☐ Yes ☐ No

Please provide us with concrete examples and details:

Experience 4: Experience preparing written products such as briefing notes, reports, backgrounders, or other materials intended to support decision making or public communications.

Do you have this experience? ☐ Yes ☐ No

Please provide us with concrete examples and details:

ASSETS

Asset 1: Experience supporting or acting as media spokesperson, or working directly with media representatives.

Do you have this asset? ☐ Yes ☐ No

Please provide us with concrete examples and details:

Asset 2: Experience preparing and delivering presentations or briefings to internal or external audiences.

Do you have this asset? ☐ Yes ☐ No

Please provide us with concrete examples and details:

Asset 3: Experience supporting issues management or communications related to sensitive or high-profile matters.

Do you have this asset? ☐ Yes ☐ No

Please provide us with concrete examples and details:

Asset 4: Experience coordinating or managing communications-related projects or initiatives.

Do you have this asset? ☐ Yes ☐ No

Please provide us with concrete examples and details: