

Section 1: Application Instructions

1. The purpose of Supplemental Information Request (SIR) is to assess your candidacy for this competition. These questions reflect the essential qualifications of this position and therefore, in order to be given further consideration, you must clearly demonstrate how you meet these qualifications.
2. Answer all the questions completely.
 - Be specific.
 - Point form is acceptable.
 - Provide dates and gives examples to show how you have obtained the qualifications to each question.
3. Do not refer to a resume in your answers. Do not assume that the selection committee has any previous knowledge of your background, qualifications or work history.
4. Failure to answer any question or statement will result in your application not being reviewed.
5. This application will not be returned to you; you may wish to make your own photocopy.
6. This application must be submitted **no later than 4:30pm (local time) of the closing date.**
7. You may find the sample question and potential responses below useful prior to completing your application:

Sample Application Question:

The incumbent is required to be fluent in French both conversationally and in writing. Please describe how you have obtained considerable knowledge of French by outlining your relevant education, training and work experience, and indicate how it has provided you with this level of knowledge. Be specific regarding course content or subject areas and include dates.

Examples of Acceptable Answers:

1. I was born in Montreal and spoke both French and English fluently as a child. In school from grades 1–12 (between 1963 and 1975) at the L'Academie de Saint Anne. I became familiar with expressing myself in French through written communications as all my school work was completed in French. I have applied this knowledge extensively throughout my life and still converse with my family in French only. I continue to read French literature through borrowing books from the local library and I write a monthly column for the Montreal Gazette.
2. I have acquired fluent French skill through a French immersion program offered by the Federal Government for civil servants in 1990. The course was an intensive three months of instruction and practical exercises with a comprehensive oral and written test at the end. The course covered French grammar and structure as well as conversational aspects. I received an overall mark of 80%. Since the course, I write and speak French in my current position as a trainer at the Department of National Defence, approximately 25% of the time over a 3-year period.

Example of an Unacceptable Answer:

I took a French course several years ago and have traveled three times to France since.

Thank you for your interest and participation in this competition.

Section 2: Personal Information

Name

Address

City	Postal Code
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Phone Number	E-mail Address
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Section 3: Application Questions

1. This position requires the completion of a one year business certificate or equivalent, plus additional specialized coursework in financial account and two years of related accounting experience within a computerized accounting software environment, preferably from an institutional or post-secondary background. Please describe how you have attained the educational requirement for this position by outlining your relevant education and training. Be specific regarding course content or subject areas and include dates.

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2. Please describe how your work experience is relevant to the skills and abilities required for this position. Please be specific in outlining your work and/or volunteer experience, including dates.

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3. The ideal candidate will have experience with an enterprise resource planning (ERP) system (e.g. Banner, Peoplesoft, SAP, Workday) or Customer Relationship Management (CRM) system. Please describe where you gained this experience, indicate the type of system, and provide specific examples of how you used it to perform your duties.

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4. Please describe the intermediate to advanced knowledge of Excel functions that you are familiar with and provide/describe specific examples where you applied them.

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5. Please convey what process improvement means to you and provide detailed examples from your recent work experience.