

Job Posting Application Form

CHANGES

ONE APPLICATION FORM

We have moved to a single application form for current VIHA employees when applying to internal, regional, and authority wide VIHA vacancies.

DEFINITIONS and TERMS

- **Internal Applicant** - member of the Union and Certification listed on the job posting.

Example: A BCNU job at Royal Jubilee Hospital would be open as an internal posting to all BCNU members in the South Island Nurses certification but not to those in the Central North Island Nurses certification.

- **Regional Applicant** - member of the union within the health services area but not at the posted certification or is a casual employee under the HSP Agreement with less than 1879.2 hours.

Example: An HEU Facilities employee in Parksville who was interested in an HEU Facilities position in Nanaimo would apply as a Regional Applicant as Parksville and Nanaimo have separate certifications but are both within the Central/North Island Health Services Area. However, since all facilities in the South Island are in a separate Health Services Area, no one from South Island would qualify as a regional applicant.

- **Authority Wide Applicant** - any VIHA employee that does not qualify as Internal or a Regional Applicant. All non-union positions are posted as Authority Wide Postings.

Example: A Medical Technologist in Campbell River is interested in applying for a similar position posted in Victoria. S/he would apply as an Authority Wide applicant.

INSTRUCTIONS

Required Documents

- Application form and resume determine eligibility, please include all pertinent information
- Personnel files are not reviewed in determining competition eligibility

Posting Numbers and Extensions

- Applications must include the full posting number as noted on the posting to be considered

Example: 20081234 for South Island Internal; or 4321/**VI** for Regional/Authority Wide
12345/**NA** for Internal/Regional/Authority Wide in Central North Island.

Medical or Physical Conditions

- Completing this section is mandatory

Example: If you are allergic to anything found in the workplace – you must let us know for your own health and safety.

Fax Numbers – **VERY IMPORTANT TO USE THE CORRECT FAX NUMBERS**

- To avoid delays, refer to the top of the application form and fax your application to the correct number.
Note: Victoria uses different fax numbers for Internal versus Regional/Authority Wide postings.

APPLICATION FOR INTERNAL / REGIONAL / AUTHORITY WIDE VACANCIES

VERY IMPORTANT: To avoid delays, you must fax your application to the correct number. Victoria uses different fax numbers for Internal versus Regional/Authority Wide postings.

YOU MUST SELECT ONE OF THE FOLLOWING

- I am applying as:
- Internal:** A member of the union certification as listed on the posting.
Fax to: **Victoria – 250-370-8181 ; Nanaimo – 1-866-740-7920**
 - Regional:** A member of the union, and in the same health services delivery area, but not the certification listed on the posting.
Fax to: **Victoria – 250-370-8570 ; Nanaimo – 1-866-740-7920**
 - Authority Wide:** Non-contract or a union employee outside of the Health Service Delivery Area.
Fax to: **Victoria – 250-370-8570 ; Nanaimo – 1-866-740-7920**

- For those Internal to the certification: please ensure to complete the entire form including the Posting Number and your Employee Number. A separate application is required for each position/competition.
- For those applying Regional/Authority wide: **A separate application and resume is required for each position/competition.** Be sure to provide the Posting Number and your Employee Number.
- It is necessary to provide complete information as this will be used to determine eligibility for the position/competition. Applications must be received **at the appropriate closing location** by the date and time indicated on the posting. Care should be taken to ensure the applications are faxed correctly and are received legibly with successful transmittal. **Late applications will not be accepted.**

PLEASE PRINT

POSITION APPLIED FOR:	CLOSING DATE:	POSTING NUMBER:
Mr. Ms. LAST <input type="checkbox"/> <input type="checkbox"/> NAME:	FIRST NAME:	EMPLOYEE NUMBER:
HOME ADDRESS:	CITY:	POSTAL CODE:
HOME PHONE:	CELL PHONE:	EMAIL:
PRESENT POSITION TITLE:	CURRENT STATUS: <input type="checkbox"/> FULL TIME <input type="checkbox"/> PART TIME <input type="checkbox"/> CASUAL <input type="checkbox"/> REG (Community) <input type="checkbox"/> TEMPORARY	
HOME DEPT:	WORK SITE:	WORK PHONE:
DO YOU HAVE ANY MEDICAL/PHYSICAL CONDITIONS WHICH WOULD PREVENT YOU FROM PERFORMING SPECIFIC KINDS OF DUTIES REQUIRED AS PART OF THE POSITION YOU HAVE APPLIED FOR? <input type="checkbox"/> YES <input type="checkbox"/> NO		
IF YES, DESCRIBE AND EXPLAIN WORK LIMITATIONS: _____		

PLEASE INCLUDE THE FOLLOWING INFORMATION: (The information submitted will be the only information utilized to determine eligibility for this competition.)

TRAINING AND/OR EXPERIENCE SPECIFICALLY RELATED TO THIS VACANCY. IF YOU REQUIRE MORE SPACE PLEASE ADD A RESUME TO THIS APPLICATION.

- **EDUCATION:** includes schools, post-secondary, courses, seminars, and dates.

- **PREVIOUS/CURRENT JOBS/EXPERIENCE:** outline duties and length of time in previous positions: (include VIHA service and any other qualifications relevant to this position.)

VACATION OPTION SECTION
Casual Nurses
(BCNU/HSA/ UPN) and Casual Community Employees
If successful on a temporary posting, I wish my Vacation to be:

Accrued **Paid Out**
Vacation accrued during the temporary position will be paid out upon its completion.

NOTE: Your personnel file will not be reviewed to determine eligibility for this competition.

APPLICANT'S SIGNATURE:	DATE:
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