



Candidate Checklist

- ✓ Reviewed all eligibility requirements to determine eligibility
- ✓ Completed application available as an [online](#) or [paper application](#)
- ✓ [Attestation statement](#) (completed, signed, and dated by supervisor or manager)
- ✓ Proof of degree (transcript or degree/diploma)*
- ✓ CV/resume
- ✓ Official job description on organization or facility letterhead (signed and dated by supervisor or manager)**
- ✓ \$375 application and examination fee

***By Proof of Degree requirement note that:** you must provide a diploma or transcript; a letter will not be sufficient.

****By Job Description:** a letter written by your supervisor, colleague and/or HR department is not a sufficient job description document. This document must be an official job description provided on the letterhead of your employer entailing your duties and requirements of the position you hold along with a signature from your manager or supervisor.