



Candidate Information Summary

Governor in Council Appointment Application Form

1. Complete and print the application form to apply for a full-time position of Governor In Council member of the Immigration and Refugee Board of Canada. All forms must be dated and signed.
2. Provide any additional information that you believe may be useful. If the space provided is not sufficient, you may supplement it by attaching additional numbered pages.
3. Return the completed form along with your curriculum vitae and other material to:

Director, Governor in Council Secretariat Services
Immigration and Refugee Board of Canada
344 Slater Street
Room 14-075
Ottawa, Ontario
K1A 0K1

The application form and other material received will be submitted to the Selection Advisory Board for assessment.

All information will be kept in confidence. When inquiries are made, all efforts will be made to maintain confidentiality; the Selection Advisory Board, however, cannot accept responsibility for any unauthorized disclosure of an applicant's name.

For security reasons, DO NOT FAX or EMAIL this document.

1. Personal Information

1 (a)	Surname:	1 (b)	Given names:
1 (c)	Date of birth:	1 (d) Male <input type="checkbox"/> Female <input type="checkbox"/>	
1 (e)	Place of birth:	1 (f) City:	
1 (g)	Province or territory, country:	1 (h) Please specify your status in Canada: Canadian <input type="checkbox"/> Permanent resident <input type="checkbox"/> Other (specify) <input type="checkbox"/>	

2. Address

2 (a)	Number, street, apt.:	2 (b)	City:
2 (c)	Province/territory (if applicable):	2 (d)	Postal code:
2 (e)	Mailing address: same as above <input type="checkbox"/>	Other (specify) <input type="checkbox"/>	
2 (f)	Home phone:	2 (g)	Work phone:
2 (h)	Home fax:	2 (i)	Work fax:
2 (j)	Cellphone:	2 (k)	Email:

3. Place of Residence

Please place your preference in numerical order. If appointed, I would be willing to reside in:

Montréal Ottawa Toronto Calgary Vancouver

4. Travel

4 (a)	Operational requirements may require travel within Canada. <input type="checkbox"/> Willing to travel <input type="checkbox"/> Not willing to travel
4 (b)	Comments:

5. Language(s)

5 (a)	Language(s) in which you are competent to conduct a hearing: English <input type="checkbox"/> French <input type="checkbox"/>
5 (b)	Which official language do you want to use? In correspondence? English <input type="checkbox"/> French <input type="checkbox"/> For a written test? English <input type="checkbox"/> French <input type="checkbox"/> For interviews? English <input type="checkbox"/> French <input type="checkbox"/>
5 (c)	If you can communicate in a language other than French or English, please specify:
5 (d)	Comments:

7 (b) Other professional responsibilities, involvement in professional associations, teaching, publications, etc.

8. Community Involvement

8 (a) Community involvement, memberships, interests:

8 (b) Experience with cultural and ethnic diversity:

9. Personal Suitability

Please answer "Yes" or "No" to the following questions. Where you answer "Yes," please provide an explanation of your response.

9 (a) Have you ever been convicted or charged of any criminal offence in Canada or elsewhere? Please note that you do not have to disclose a conviction for which you have received a pardon, except as it may be relevant under (b) below.

No Yes Explain (when and where)

9 (b) Have you ever been the subject of disciplinary proceedings, including any pending proceedings, that might lead to discipline by any professional regulatory body of which you are or were a member?

No Yes Explain (when and where)

State all self-governing organizations of which you are or were a member.

9 (c) Are there any past or currently outstanding matters in Canada or elsewhere, such as business interests or personal matters, that might have an adverse impact on your ability and fitness to serve as a member?

No Yes Provide details

9 (d) Are there any civil actions made by you or against you that might lead your fitness to serve as a member and to fairly assess the testimony of witnesses to be questioned?

No Yes Provide details (when and where)

9 (e) Do you have any professional or other interests that could cause a conflict of interest, or the appearance of a conflict of interest, if you were appointed to the Immigration and Refugee Board of Canada?

No Yes Explain

9 (f) Are you in serious financial difficulty and/or are you aware of any outstanding or potential direct or contingent civil claims against you or against your partners?

No Yes Provide general description

9. Personal Suitability (continued)

9 (g) Are you now or have you ever been employed by or acted as a consultant for a foreign government? No Yes

If yes, provide details (country, organization, nature of work and dates). Include military, law enforcement and intelligence employment.

9 (h) Do you now have or have you ever had contact with any member of any foreign government security or intelligence service?

No Yes Provide details

9 (i) Have you ever been involved with or supported, financially or otherwise, any organizations or associations in Canada or elsewhere that either:

- are on the list of organizations that have been determined by the Government of Canada to be terrorist organizations?
(See <http://www.publicsafety.gc.ca/prg/ns/le/cle-en.asp>)

No Yes Provide details

or

- advocate or use intimidation or violence?

No Yes Provide details

9 (j) Have you ever had a complaint made against you to any human rights commission in Canada or elsewhere, including for having communicated a hate message?

No Yes Provide details

9 (k) Has any organization that you have been involved with or supported, financially or otherwise, ever had a complaint made against it to any human rights commission in Canada or elsewhere for having communicated a hate message?

No Yes Provide details

9 (l) Is there anything else about your past or present circumstances that could have an adverse impact on your capacity to fulfill your functions as a member or that could damage the reputation of the Immigration and Refugee Board of Canada?

No Yes Provide details

10. Objectives

The Immigration Refugee Board of Canada is Canada's largest independent administrative tribunal. Its mission, on behalf of Canadians, is to resolve immigration and refugee cases efficiently, fairly and in accordance with the law.

Please explain your reasons for seeking this appointment, and how your education, experience and character would assist you in carrying out these duties. Highlight any unique characteristics that you feel would make you a good member of the Immigration Refugee Board of Canada.

11. References

List the names of persons who may be consulted by the Selection Advisory Board concerning your candidacy, together with the information requested below for each. Please ensure that your references are aware that they will be contacted by the Selection Advisory Board regarding your application.

Please note that one of your references should be a superior. If this is not possible, provide an explanation.

11(a) Reference name:

11(b) Occupation:

11(c) Address:

11(d) Email:

11(e) Work telephone number:

11(f) Home telephone number:

11(g) The reference is/was your:

Superior Subordinate Peer Other (if other, please explain)

11(h) Is the reference's knowledge of your skills and abilities current?

Yes (within the past two years) Dates: from _____ to _____

No (more than two years ago) Dates: from _____ to _____

(If no, please explain why you have chosen this reference.)

11(i) Provide details on the relevance of the reference's knowledge of your skills and abilities (i.e. the nature of your working relationship with the reference).

14. References (continued)

14(a)	Reference name:	
14(b)	Occupation:	
14(c)	Address:	
14(d)	Email:	
14(e)	Work telephone number:	14(f) Home telephone number:
14(g)	The reference is/was your: Superior <input type="checkbox"/> Subordinate <input type="checkbox"/> Peer <input type="checkbox"/> Other <input type="checkbox"/> (if other, please explain)	
14(h)	Is the reference's knowledge of your skills and abilities current? <input type="checkbox"/> Yes (within the past two years) Dates: from _____ to _____ <input type="checkbox"/> No (more than two years ago) Dates: from _____ to _____ (If no, please explain why you have chosen this reference.)	
14(i)	Provide details on the relevance of the reference's knowledge of your skills and abilities (i.e. the nature of your working relationship with the reference).	

15. Notice of Employment

How did you learn of the opportunity to become a Governor In Council member of the Immigration and Refugee Board of Canada?

<input type="checkbox"/> Newspaper (specify):
<input type="checkbox"/> Colleague, friend or employer
<input type="checkbox"/> Privy Council Office Web site
<input type="checkbox"/> Immigration and Refugee Board of Canada Web site
<input type="checkbox"/> Other (specify):

16. Attestation

I, _____, attest to the veracity of the information provided in this application form.

▶ _____
Candidate's Signature

Date

17. Authorization

I, _____, hereby authorize the Immigration and Refugee Board of Canada's Selection Advisory Board to make discreet inquiries with respect to my suitability and qualifications for application for Immigration and Refugee Board of Canada member appointment from any source at the appropriate stage of the Board's deliberations.

▶ _____
Candidate's Signature

Date

18. Disclosure

Candidates applying to become members will have their applications reviewed by the Selection Advisory Board. The Selection Advisory Board is a ministerial advisory committee responsible for the screening and assessment of applicants seeking appointment by the Governor in Council as members of either the Refugee Appeal Division or the Immigration Appeal Division. The Selection Advisory Board is chaired by the Chairperson of the Immigration and Refugee Board of Canada and includes both senior Immigration Refugee Board of Canada officials and external members.

By signing this form, I, _____, hereby give my consent to the disclosure of information regarding my application and assessment and to the collection, use, retention and destruction of this information under the authority of the relevant provincial/territorial privacy legislation. I further understand and authorize the disclosure of information regarding my application to members of the Selection Advisory Board and regarding the status of my application to the Minister of Citizenship, Immigration and Multiculturalism.

▶ _____
Candidate's Signature

Date