



Governor in Council Appointment Application Form

1. Please complete the application form to apply for the position of member of the Veterans Review and Appeal Board.
2. You must clearly demonstrate on your application form how you meet the education and experience criteria for the position for which you are applying. It is your responsibility to provide concrete and detailed examples to identify how you meet each criterion.
3. Please ensure that all questions have been answered. The attestation must be dated and completed.
4. Please ensure your email address is correct as communication regarding this process will be done electronically. It is your responsibility to update your personal profile information on the Governor in Council Appointments website at: <https://www.appointments-nominations.gc.ca/lgn.asp?lang=eng>.
5. Please save the completed application form in PDF format, and upload it along with your curriculum vitae as part of your application on the Governor in Council Appointments website at: <https://www.appointments-nominations.gc.ca/>. Please note that scanned copies will not be accepted.

I. APPLICANT DETAILS

Personal Information					
(a) Title:		Mr.	Mrs.	Ms.	Dr.
(b) Given name(s)		(c) Surname			
Status in Canada					
Canadian Citizen		Permanent Resident			
Other (specify)					
Address					
(a) Number, Street, Apartment			(b) City		
(c) Province/Territory			(d) Postal Code		
(e) Mailing address (if different from the above)					
(f) Home Phone (including area code)		(g) Work Phone (including area code)		(h) Cellular Phone (including area code)	
(i) E-mail Address					
Location Preferences					
(a) I am applying for a position in (select one or more):					
Ottawa		Halifax		Charlottetown	
Quebec City		Edmonton		Montreal	
Languages					
(a) What is your first official Language					
English			French		
(b) Positions have various language profiles. Which ones would you like to be considered for?					
*This will determine in which language(s) members will be expected to hear and write a decision:					
English		French		Bilingual	
<i>Note: If you wish to be considered for a bilingual position, a portion of the written assessment and interview will be conducted in your second official language.</i>					
(c) Which official language do you want to use:					
In Correspondence		English		French	
For a written test		English		French	
For an interview		English		French	
How did you find out about this opportunity?					

II. SELECTION CRITERIA

You must clearly demonstrate on your application form how you meet the education and experience criteria for the position for which you are applying.

Education			
Name of Institution	Dates Attended	Degree/Diploma	Year Obtained
University			
Post Graduate			
Other Education			

Essential and Asset Experience

Please describe, using concrete examples, how you meet each of the essential and asset experience criteria listed below. **Please answer each question fully, including the dates of activities – do not simply refer to your curriculum vitae.** Your curriculum vitae will only be used as a secondary source to validate your experience.

There is a limit of **2250 characters**; please write succinctly or in point form.

- i. Are you a federal public servant? Yes* No
 If yes, for which department do you work?

*If you have indicated yes, please note that there are terms and conditions of employment in place to ensure that members of the Tribunal do not hold any office or employment inconsistent with their Veterans Review and Appeal Board duties (s.9 VRAB Act). You may be required to resign from your position as a federal public servant.

- ii. Total number of years of work experience:

- iii. Significant** and recent* work experience in decision-making related to sensitive and complex issues:

***Significant experience means 5 years of experience or more.*

**Recent experience means experience obtained within the last 5 years.*

iv. Experience in the interpretation and application of legislation regulations and policies, in gathering and in assessing complex information in order to make decisions, and in chairing meetings:

v. Experience in writing submissions or decisions that pertain to the interpretation of statutes, regulations, policies or case law:

vi. Experience in using a computer for communication, research and word processing (Microsoft Word):

vii. (**Asset**) Experience in disability compensation, policing, military, health care or health sciences:

III. REFERENCES

You must provide the names of three persons who may be consulted concerning your candidacy, together with the information requested below for each. Please ensure that your references are aware that they will be consulted regarding your application. Please note that one of your references should be a **current or recent employer**, one should be a **current or recent colleague**, and one should be a **current or recent employee**. If this is not possible, please provide an explanation.

References may be checked at the interview stage of the process.

(a) Reference Name	
(b) Occupation	
(c) Address	
(d) E-mail address	
(e) Work Phone (including area code)	(f) Home Phone (including area code)
(g) The reference is/was your: Employer Colleague Employee Other (specify)	
(h) Is the reference's knowledge of your skills and abilities current? Yes (within the last 5 years) Dates: from _____ to _____ No (more than 5 years ago) Dates: from _____ to _____ (If no, please explain why you have chosen this reference)	
(i) Please provide details on the relevance of the reference's knowledge of your skills and abilities (i.e. the nature of your working relationship).	

REFERENCES (continued)

(a) Reference Name	
(b) Occupation	
(c) Address	
(d) E-mail address	
(e) Work Phone (including area code)	(f) Home Phone (including area code)
<p>(g) The reference is/was your:</p> <p style="text-align: center;"> <input type="checkbox"/> Employer <input type="checkbox"/> Colleague <input type="checkbox"/> Employee <input type="checkbox"/> Other (specify) </p>	
<p>(h) Is the reference's knowledge of your skills and abilities current?</p> <p style="margin-left: 40px;"> Yes (within the last 5 years) Dates: from _____ to _____ No (more than 5 years ago) Dates: from _____ to _____ </p> <p style="margin-left: 40px;">(If no, please explain why you have chosen this reference)</p>	
<p>(i) Please provide details on the relevance of the reference's knowledge of your skills and abilities (i.e. the nature of your working relationship).</p>	

IV. CONDITIONS OF APPOINTMENT

Personal information is collected and/or shared only for the purpose of assessing candidacies. Please note that additional questions may be asked during the selection process to confirm that the candidate meets the conditions of appointment.

Background checks are required by the Privy Council Office to determine suitability for public office. All Veterans Review and Appeal Board members are required to consent to a background check prior to being appointed to the position. In addition, all Veterans Review and Appeal Board members are required to certify that they will comply with the *Ethical and Political Activity Guidelines for Public Office Holders* prior to being appointed.

V. GENERAL INFORMATION

Please note that completion of section (a) is voluntary

(a) The Government is committed to ensuring that its appointments take into consideration the desire for Governor in Council appointments to achieve gender parity and reflect Canada’s diversity, in terms of linguistic, regional and employment equity representation. Preference may be given to candidates who are members of one or more of the following groups: women, Indigenous Canadians, persons with disabilities, and members of visible minorities.

I wish to self-identify as a member of the following:

Women
 Persons with disabilities
 Visible minorities
 Indigenous Canadians

(b) You must work on occasion from your home office in Canada and have access to high-speed internet.
 (c) You must be willing to travel across Canada.
 (d) A member shall perform their duties under the *Veterans Review and Appeal Board Act* on a full-time basis and shall not hold any office or engage in any occupation inconsistent with those duties.

(e) You reside in or are willing to relocate to the location for which you applied or to a location within reasonable commuting distance. Relocation will only be reimbursed in exceptional circumstances.
 (f) Acknowledgement of receipt of applications will be generated when you complete the application process on the Governor in Council Appointments website. Candidates will also be notified if they are screened in.
 (g) Candidates who are not successful at any stage of the selection process must wait a two-year period before re-applying.

VI. DECLARATION

Attestation and Signature

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

Name of applicant (please print): _____

Applicant's signature: __ *(Your signature may be requested during the process)* __

Date: _____

Privacy Notice:

The personal information you provide on this form is collected under the authority of the *Veterans Review and Appeal Board Act* and the *Privacy Act*. The purpose of collecting this information is to support the Governor in Council (GIC) appointment process with the Veterans Review and Appeal Board (VRAB). When you provide this information it is strictly voluntary and does not carry any legal or administrative consequences.

The information you provide will be shared with other federal institutions and/or third parties for the purpose of identifying suitable applicants for referrals and appointments to GIC positions.

Employment equity (EE) information may be used for EE related recruitment and is collected in accordance with the *Employment Equity Act* (EEA). The information you provide may also be used for the purpose of statistical analysis.

Once completed, your personal information is protected from unauthorized disclosure in accordance with the *Privacy Act*. You have the right to access your information and to request corrections. You also have the right to file a complaint to the Privacy Commissioner of Canada regarding VRAB's handling of your personal information.

The personal information collected is described in the Government of Canada's *Info Source* publication as Personal Information Bank PSU 918 – Governor in Council Appointments. For more information you may consult VRAB's chapter of [Info source](#).