



Immigration and
Refugee Board of Canada

Commission de l'immigration
et du statut de réfugié du Canada

Candidate Information Summary

Governor in Council Appointment Application Form

1. Complete and print the Application Form to apply for a full-time position of GIC member of the Immigration and Refugee Board of Canada. All forms must be dated and signed.
2. Provide any additional information, which you believe 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 (GIC) Secretariat Services
Immigration and Refugee Board
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 (SAB) for assessment.

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

For security reasons, do not FAX or E-Mail 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)	Use as Mailing Address <input type="checkbox"/> or		
2 (f)	Home Phone	2 (g)	Work Phone
2 (h)	Home Fax	2 (i)	Work Fax
2 (j)	Cell	2 (k)	E-Mail

3. Place of Residence

3 (a)	If appointed I would be willing to reside in: <input type="checkbox"/> Montreal <input type="checkbox"/> Ottawa <input type="checkbox"/> Toronto <input type="checkbox"/> Calgary <input type="checkbox"/> Vancouver
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4. Travel

4 (a)	If appointed, 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

6. Education Please provide with copies of your degree/diploma

	Name of Institution	Years Attended	Degree/Diploma	Year Obtained
6 (a) Post Graduate				
6 (b) Law School				
6 (c) University				
6 (d) Continuing Education				

7. Professional and Employment History

7 (a) Please provide information on your past work experience.

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

8. Community Involvement

8 (a)	Community involvements, 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 to which you are or were a member?

No Yes Explain (when and where)

State all self-governing organizations to 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 which 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 which 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 IRB?

No Yes Explain

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

No Yes Provide general description

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

No Yes Provide details

10. Objectives

10 (a) The IRB is Canada's largest independent administrative tribunal. Its mission is to make well-reasoned decisions on immigration and refugee matters, 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 discharging these duties. Highlight any unique characteristics that you feel would make you a good member of the IRB.

11. References

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

Please note that one of your referees should be a superior, if this is not possible, provide explanation.

11(a) Reference Name:

11(b) Occupation:

11(c) Address:

11(d) Work Telephone Number:

11(e) Home Telephone Number:

11(f) The referee is/was your:

Superior Subordinate Peer Other (if other, please explain)

11(g) Is the referee'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 referee.)

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

12. References (continued)

12(a) Reference Name:

12(b) Occupation:

12(c) Address:

12(d) Work Telephone Number:

12(e) Home Telephone Number:

12(f) The referee is/was your:
 Superior Subordinate Peer Other (if other, please explain)

12(g) Is the referee'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 referee.)

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

Blank space for providing details on relevance of referee's knowledge.

13. References (continued)

13(a) Reference Name:

13(b) Occupation:

13(c) Address:

13(d) Work Telephone Number: **13(e)** Home Telephone Number:

13(f) The referee is/was your:
 Superior Subordinate Peer Other (if other, please explain)

13(g) Is the referee'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 referee.)

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

14. References (continued)

14(a)	Reference Name:
14(b)	Occupation:
14(c)	Address:
14(d)	Work Telephone Number:
14(e)	Home Telephone Number:
14(f)	The referee is/was your: Superior <input type="checkbox"/> Subordinate <input type="checkbox"/> Peer <input type="checkbox"/> Other <input type="checkbox"/> (if other, please explain) <input type="checkbox"/>
14(g)	Is the referee'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 referee.)
14(h)	Provide details on relevance of referee's knowledge of your skills and abilities (i.e. the nature of your working relationship with the referee).
15(a)	How did you learn of the opportunity to become a GIC 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 Website
<input type="checkbox"/>	Immigration and Refugee Board of Canada Website
<input type="checkbox"/>	Other (specify):

16. Attestation and Signature

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