



## CONFIRMATION OF ELIGIBILITY FOR MOBILITY OF FORMER MINISTERS' STAFF

### PRIVACY NOTICE STATEMENT

The Public Service Commission (PSC) is committed to protecting the privacy rights of individuals, including safeguarding personal information. The information in this form will be used by the PSC to confirm if you meet the requirements to be eligible to participate in advertised internal appointment processes for a period of one year after ceasing to be employed for at least three years as exempt staff in the office of a Minister or of the Leader of the Opposition in the Senate or Leader of the Opposition in the House of Commons as specified in section 35.2 of the *Public Service Employment Act*. The information provided is protected under the *Privacy Act* and will be disclosed only in accordance with that Act. It is stored in the PSC Personal Information Bank no. PSC PCE 747, Mobility Provisions for Former Minister's Staff and Persons Formerly Employed at the Office of the Governor General's Secretary. The recorded information will be retained for five years. After two years' retention at the PSC, records are sent to Library and Archives Canada and kept for three years, after which time they are sent to Government Archives Division for historical keeping. For additional information, please consult the INFO SOURCE publication at: <http://infosource.gc.ca>.

### A. PERSONAL INFORMATION

Family name	Given name
Home address (including postal code)	Telephone no. (including area code)
	E-mail address
In which official language do you prefer receiving your correspondence? <span style="margin-left: 20px;"><input checked="" type="radio"/> English</span> <span style="margin-left: 20px;"><input type="radio"/> French</span>	

### B. EMPLOYMENT HISTORY

(Appointment as exempt staff of a minister / other applicable office as per section 35.2 of the PSEA)

<b>MOST RECENT MINISTER'S OFFICE</b>			
Minister's name	Minister's office		
Position title	Start date (YYYY/MM/DD)	End date (YYYY/MM/DD)	
Address (including postal code)	Telephone no. (including area code)		
	Facsimile no. (including area code)		
	E-mail address		
<b>FIRST PREVIOUS (if applicable)</b>			
Minister's name	Minister's office		
Position title	Start date (YYYY/MM/DD)	End date (YYYY/MM/DD)	

**B. EMPLOYMENT HISTORY (continued)**

(Appointment as exempt staff of a minister / other applicable office as per section 35.2 of the PSEA)

SECOND PREVIOUS (if applicable)			
Minister's name		Minister's office	
Position title		Start date (YYYY/MM/DD)	End date (YYYY/MM/DD)
THIRD PREVIOUS (if applicable)			
Minister's name		Minister's office	
Position title		Start date (YYYY/MM/DD)	End date (YYYY/MM/DD)
FOURTH PREVIOUS (if applicable)			
Minister's name		Minister's office	
Position title		Start date (YYYY/MM/DD)	End date (YYYY/MM/DD)

**C. LEAVE OF ABSENCE / ASSIGNMENT**

List below all periods of leave of absence with or without pay (aside from vacation periods) or assignment in which you were not actively employed on behalf of a minister acting as a minister, such as working on an election campaign, educational leave, personal leave, or sick leave.

**NOTE:** Any period of leave of absence without pay (excluding maternity leave, parental leave, or sick leave) or assignment will not be included in the calculation of the three-year qualifying period but it does not constitute a break in the employment relationship. Any break in the employment relationship will result in the time count restarting.

Minister's name		Minister's office	
Reasons		Start date (YYYY/MM/DD)	End date (YYYY/MM/DD)
Minister's name		Minister's office	
Reasons		Start date (YYYY/MM/DD)	End date (YYYY/MM/DD)
Minister's name		Minister's office	
Reasons		Start date (YYYY/MM/DD)	End date (YYYY/MM/DD)

**D. DOCUMENTS REQUIRED**

Please attach the following documents to this form:

- 1) A letter from the person responsible for the pay administration in the minister's office confirming:
  - the start and end date of the continuous service while employed as exempt staff for a specific minister or other applicable office as per section 35.2 of the PSEA;
  - any periods of leave of absence with or without pay, or assignment where the person was not actively employed for a minister acting as a minister, such as working on an election campaign, educational leave, personal leave, or sick leave, and
  - confirmation of the last day remunerated as exempt staff after the minister ceases to hold that office, or for other reasons.
- 2) A photocopy of the pay card maintained by the local pay office which substantiate the period(s) of employment.

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**D. DOCUMENTS REQUIRED (continued)**

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**NOTE:** If the person worked as exempt staff for more than one minister or the same minister in a different portfolio, the information requested above must be sent by the person responsible for pay administration in the last minister's office.

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**E. ADDITIONAL INFORMATION**

Describe any exceptions or concerns related to the statements listed above or any other information that might help the PSC determine your eligibility to participate in an advertised internal appointment process for which the organizational criterion established under section 34 of the PSEA, entitles all employees to be considered.

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**F. SIGNATURE**

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The undersigned confirms that the information provided herein and/or attached is correct and complete, and that they:

- were employed as exempt staff of a minister or other applicable office as per section 35.2 of the PSEA;
- were paid solely from the minister's exempt staff budget; and
- were in the conduct of the minister's portfolio, and NOT in support of the minister as a parliamentarian, such as being employed in the minister's constituency or House of Commons office.

Name (please print)	Position title
Signature	Date (YYYY/MM/DD)

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**PSC CONTACT**

Should you require additional information, please contact the PSC's Political Activities and Non-Partisanship Directorate at 1-866-707-7152, or by email at:

[CFP.ActivitesPolitiques-PoliticalActivities.PSC@cfp-psc.gc.ca](mailto:CFP.ActivitesPolitiques-PoliticalActivities.PSC@cfp-psc.gc.ca)

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**THIS REQUEST CAN BE MAILED OR FAXED TO:**

Director General  
Political Activities and Non-Partisanship Directorate  
Policy Branch  
Public Service Commission of Canada  
22 Eddy Street  
Gatineau, Quebec K1A 0M7  
Fax: 819-420-6546

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