



AGREEMENT TO BECOME BILINGUAL

Make sure you are using the [latest version](#) of this form and:

- open and complete in **Adobe Acrobat Reader or Pro** for desktop (not Foxit PhantomPDF)
- public servants sign using **Entrust** (not Acrobat's Fill & Sign tool)
- non public servants may sign using Acrobat's Fill & Sign tool

All fields are mandatory

This agreement to become bilingual is required for non-imperative appointments of people who do not, at the time of appointment, meet the level of proficiency in their second official language, pursuant to the *Public Service Official Languages Exclusion Approval Order*.

The agreement must be signed at or before the signing of the letter of offer to the non-imperative appointment.

PART A. IDENTIFYING INFORMATION – Person considered for or being appointed

Last name	First name
Position title	Position number

First official language
(The official language, either English or French, with which the person has a primary personal identification; that is the official language in which a person is generally more proficient.)

▶ English French

Levels of second official language proficiency required by the bilingual position	▶ English	French
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PART B. AGREEMENT PERIOD

Effective date (YYYY/MM/DD) ▶ _____	Date of expiry of the agreement period (YYYY/MM/DD) (Two years as of the effective date of the agreement) ▶ _____
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PART C. STATEMENT OF OBLIGATIONS

The deputy head or the sub-delegated authority must:

- ensure that the person is provided with the language training that is necessary for them to attain the level of official language proficiency required for the position within the 2-year agreement period; and
- appoint or deploy the person on an indeterminate basis to a position for which they meet the essential qualifications and that is of a similar level and salary as the bilingual position, in the event that they do not meet the official language proficiency requirements of the position. This must be completed within a 2-month period after the 2-year agreement period.

SUB-SECTION FOR THE PERSON CONSIDERED FOR APPOINTMENT OR BEING APPOINTED

If I am appointed to the above-noted position, and subject to any obligation to attain the same or a higher level of second official language proficiency arising from the appointment to my former position, I hereby agree:

- a. to undertake to attain the level of official language proficiency required for the bilingual position, through language training at public expense, within a period of 2 years. The 2-year calculation begins on the later of the date of the written agreement of appointment to the bilingual position and the effective date of the appointment; and
- b. to be appointed or deployed on an indeterminate basis to a position for which I meet the essential qualifications and that is of a similar level and salary as the bilingual position if, at the end of the 2-year period, I have not attained the level of language proficiency required for the above-mentioned bilingual position.

If I am appointed to another bilingual position requiring the same or a lower level of language proficiency within the agreement period, the existing agreement period will apply to the new appointment.

I understand that any period of leave of more than 60 consecutive days will be added to the agreement period described above.

Signature of the person considered
for appointment or being appointed

(Sign with Entrust if possible. Right-click to clear your signature.
If you do not have Entrust, use Acrobat's Fill & Sign tool.)

Date (YYYY/MM/DD)