



# 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)