



Immigration and  
Refugee Board of Canada

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

## Governor in Council Appointment Application Form Full time Member

1. Please complete the application form to apply for the position of full-time member of the Immigration and Refugee Board of Canada.
2. **You must clearly demonstrate on your application form how you meet the education and experience criteria for the position 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: [Governor in Council appointments](#)
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: [Governor in Council appointments](#). Please note that scanned copies will not be accepted.

In the event of an appointment the information candidates provide in sections 4 to 8 could be communicated to IRB management for operational purposes.

All personal information will be protected in accordance with the requirements of the Privacy Act and the access to Information Act.

The Board will not be held liable should your personal information not reach the intended area.

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\*Please ensure that you are sending your documentation from a device with email interface.

**1. Personal Information**

|              |  |              |   |
|--------------|--|--------------|---|
| <b>1 (a)</b> | Last Name  | <b>1 (b)</b> | Full given names  |
| <b>1 (c)</b> | Place of birth (city, province/territory/state, country) | <b>1 (d)</b> | Male      Female      Other   |
|              |  | <b>1 (e)</b> | Please specify your status in Canada<br>Canadian citizen      Permanent Resident<br>Other      Specify: |

**2. Address**

|              |                                    |              |                         |
|--------------|------------------------------------|--------------|-------------------------|
| <b>2 (a)</b> | Number, street, apt.               | <b>2 (b)</b> | City                    |
| <b>2 (c)</b> | Province/territory (if applicable) | <b>2 (d)</b> | Postal code             |
|              |                                    | <b>2 (e)</b> | Country                 |
| <b>2 (f)</b> | Mailing address (if different)     |              |                         |
| <b>2 (g)</b> | Home phone                         | <b>2 (h)</b> | Work phone              |
| <b>2 (i)</b> | Home fax                           | <b>2 (j)</b> | Work fax                |
| <b>2 (k)</b> | Cellphone                          | <b>2 (l)</b> | Email <b>(required)</b> |

**3. Immigration and Refugee Board of Canada Office Location:**

Please indicate your choice in order of priority.  
If appointed, I would be willing to work in the IRB office located in:

Montréal      Ottawa      Toronto      Vancouver      Calgary

**4. Travel**

Operational requirements may require travel within Canada.      Willing to travel      Not willing to travel

Comments:

**5. Language(s)**

|              |  |   |                                     |  |
|--------------|--|---|-------------------------------------|--|
| <b>5 (a)</b> | Which official language do you want to use:  |   |                                     |  |
|              | In correspondence? English      French   | For a written test? English      French | For interviews? English      French |  |
| <b>5 (b)</b> | Language Skills (language of work)   |   |                                     |  |
|              | Reading comprehension:   |   |                                     |  |
|              | I am able to understand and assess the content of documents submitted as evidence: | English                                 | French                              |  |
|              | I am able to understand and assess the legal arguments submitted in writing:       | English                                 | French                              |  |

|              |   |         |        |
|--------------|---|---------|--------|
| <b>5 (b)</b> | Language Skills (language of work) - Continued  |         |        |
|              | <u>Written expression:</u>  |         |        |
|              | I am sufficiently fluent in written communication in this language to write reasons for decisions:  | English | French |
|              | <u>Oral comprehension and expression:</u>   |         |        |
|              | I am able to understand and assess testimony and legal arguments:   | English | French |
|              | I am sufficiently fluent in oral communication in this language to chair a hearing and render an oral decision at the end of the hearing: | English | French |

**6. Education (Copies of your degree/diploma may be requested at a later stage)**

|                            | Name of institution | Year Attended       | Degree/Diploma | Year Obtained |
|----------------------------|---------------------|---------------------|----------------|---------------|
| <b>6 (a)</b> Post graduate |                     | from _____ to _____ |                |               |
| <b>6 (b)</b> Law school    |                     | from _____ to _____ |                |               |
| <b>6 (c)</b> University    |                     | from _____ to _____ |                |               |
| <b>6 (d)</b> College       |                     | from _____ to _____ |                |               |

**7. Professional and Employment History**

|              |   |
|--------------|---|
| <b>7 (a)</b> | <p>Please provide the name of the employer, dates worked as well as the job title and description which shows how you meet this criterion.</p> <ul style="list-style-type: none"> <li>- Work experience as a decision-maker in an adjudicative tribunal would be considered an asset;</li> <li>- Recent experience in the interpretation or application of legislation and regulations and in gathering and assessing complex information in order to prepare written decisions.</li> </ul> |
|--------------|---|

**7 (b)** Clearly indicate where, when and how you acquired the following experience asset criteria:

Experience in applying the provisions of the Immigration and Refugee Protection Act in any of the Immigration and Refugee Board Divisions, or in the application of the United Nations Convention relating to the Status of Refugees.

## 8. Community Involvement

**8 (a)** Community involvement, 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 of, or charged with, any criminal offence in Canada or elsewhere?  
Please note that you do not have to disclose a conviction for which you have received a record suspension, 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 that resulted in discipline by any professional regulatory body of which you are or were a member?

No Yes

Explain (when and where):

Are you the subject of any pending proceedings that may lead to discipline by any professional regulatory body of which you are a member?

No Yes

Explain (when and where):

**9 (c)** Are there any past or currently outstanding matters in Canada or elsewhere, such as business interests or personal matters, that 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 that might impact your fitness to serve as a member and to fairly assess the testimony?

No Yes

Provide details (when and where):

**9. Personal Suitability (continued)**

**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 Immigration and Refugee Board of Canada? No Yes

Explain:

**9 (f)** Are you in serious financial difficulty and or are you aware of any outstanding or potential direct or contingent civil claims against you or against your partners? No Yes

Provide a general description:

**9 (g)** Are you now or have you ever been employed by or acted as a consultant for a foreign government?

No Yes

If yes, provide details (country, organization, nature of work and dates). Include military, law enforcement and intelligence employment:

**9 (h)** Do you now have or have you ever had contact with any member of any foreign government security or intelligence service? No Yes

Explain:

**9 (i)** Have you ever been involved with or supported, financially or otherwise, any organizations or associations in Canada or elsewhere that either:

- are on the list of organizations that have been determined by the Government of Canada to be terrorist organizations?  
(See <http://www.publicsafety.gc.ca/cnt/ntnl-scr/cntr-trrrsm/lstd-ntts/crrnt-lstd-ntts-eng.aspx>)

or No Yes

- advocate or use intimidation or violence? No Yes

Provide details:

**9. Personal Suitability (continued)**

**9 (j)** Have you ever had a complaint made against you to any human rights commission in Canada or elsewhere, including for having communicated a hate message? No Yes

Explain:

**9 (k)** Has an organization that you have been involved with or supported, financially or otherwise, ever had a complaint made against it to any human rights commission in Canada or elsewhere for having communicated a hate message? No Yes

Provide a general description:

**9 (l)** Is there anything else about your past or present circumstances that could have an adverse impact on your capacity to fulfill your functions as a member or that could damage the reputation of the Immigration and Refugee Board of Canada? No Yes

Provide details:

**10. Notice of Employment**

How did you learn of the opportunity to become a Governor in Council member of the Immigration and Refugee Board of Canada?

Canada Gazette:

Web site: specify: \_\_\_\_\_

Twitter:

Other: specify: \_\_\_\_\_



**11. Declaration**

I, \_\_\_\_\_, declare that the information that I have provided in this application form is complete, true and correct.

**Applicant's signature:** *Your signature may be requested during the process.*

\_\_\_\_\_  
Date (dd/mm/yy)

**12. Authorization and Disclosure**

I, \_\_\_\_\_, authorize the IRB to access and collect any information about me, held by any source, related to my application. I consent to the IRB accessing or collecting the information directly or indirectly and to communicate with the source by phone, fax, or e-mail. I agree that my personal information may be used for the purposes set out on page 1 of the Application Form. I further agree that my personal information may be disclosed to the Minister of Immigration and Refugee Citizenship.

Any information collected by the IRB will be protected in accordance with the requirements of the *Privacy Act* and the *Access to Information Act* and will be stored in Personal Information Bank number 920.

**Applicant's signature:** *Your signature may be requested during the process.*

\_\_\_\_\_  
Date (dd/mm/yy)