



NOTIFICATION REQUIREMENT BEFORE ACCEPTING A POSITION OR WORK

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

- open and complete in **Adobe Acrobat Reader or Pro** (not Foxit PhantomPDF)

This form is used to notify the Public Service Commission (PSC) **before** accepting a position or work obtained through an indeterminate or term appointment, including extensions or an acting appointment (including extensions and acting appointments of less than 4 months), a secondment, an assignment, a deployment, student employment, casual work, or as a consultant in the federal public service.

You must submit a new form each time you intend to accept any new position or work in the federal public service regardless of the staffing action.

Privacy Notice Statement

The Public Service Commission of Canada's (PSC)'s Investigations Directorate conducts investigations under the [Public Service Employment Act](#). To establish jurisdiction and conduct an investigation, the Investigations Directorate collects information about: (a) individuals requesting an investigation; (b) individuals who may be the subject of an investigation; and (c) third parties, including witnesses.

Personal information collected for the purposes of an investigation is collected under the authority of parts 5 and 7 of the [Public Service Employment Act](#) and its supporting regulations: the [Public Service Employment Regulations](#) and the [Political Activities Regulations](#). This information is used to conduct investigations and to ensure compliance with corrective actions. Failure to provide the mandatory information in accordance with the corrective actions ordered will lead to the disclosure of the investigation report and the Record of Decision to the hiring deputy head and the revocation of your appointment. Negative or adverse findings may be made against persons involved in the matter under investigation and in other investigations under the PSC's mandate.

Select information collected or created in the course of an investigation may be shared with other individuals involved in the investigation, federal institutions involved in the investigation, Canadian law enforcement partners, other oversight bodies, or private or public-sector organizations pursuant to the [Privacy Act](#) and the [Public Service Employment Regulations](#) or the [Political Activities Regulations](#).

Personal information collected during an investigation is retained for 10 years following the closing of the case. Under the [Privacy Act](#), you have the right to access and correct your personal information. Please visit the [Access to Information and Privacy Office](#) to make a request.

For more information about the PSC Investigations Directorate's personal information handling practices, please refer to the personal information bank for investigations, mediation and conciliation, as published in the PSC's [Info Source](#) chapter.

PART A. PERSONAL INFORMATION – * Mandatory fields

Last name *		First name *	
Home address			
Number and street *		Apartment/Unit	City *
Province/Territory *		Country *	Postal code *
Telephone number	Cell phone number	Email *	

PART B. NEW POSITION OR WORK INFORMATION – *Mandatory fields

Hiring organization *		
Branch, Directorate, Division *		
Position title *		
Position number	Appointment process number	Occupational group and level of position
Type of staffing action * ► <input type="radio"/> Indeterminate appointment <input type="radio"/> Acting appointment <input type="radio"/> Acting for less than 4 months <input type="radio"/> Extension of acting appointment <input type="radio"/> Term appointment <input type="radio"/> Term extension <input type="radio"/> Deployment <input type="radio"/> Secondment <input type="radio"/> Assignment <input type="radio"/> Student employment <input type="radio"/> Casual work <input type="radio"/> Consultant		
Employment duration Proposed start and end date ►	From * (YYYY/MM/DD)	To (YYYY/MM/DD)

**PART C. COMPLETE ONLY IF:
Your appointment and appointment-related authorities were withdrawn as part of the ordered corrective action**

Were your appointment and appointment-related authorities withdrawn? ► Yes No

Does the new position or work require appointment and appointment-related authorities? ► Yes No

PART D. SUB-DELEGATED MANAGER INFORMATION (the manager who has the authority to sign the employment offer) – * Mandatory fields

Sub-delegated manager's last name *	Sub-delegated manager's first name *	
Title of sub-delegated manager *		
Office address		
Office number and street *	Room	City *
Province/Territory *	Country *	Postal code *
Office telephone number *	Office cell phone number	Office email *

Have you informed the sub-delegated manager about the investigation and the ordered corrective actions? * ► Yes No

(As indicated on your Record of Decision, the PSC will contact the sub-delegated manager and provide them with information relevant to the investigation and the ordered corrective actions in order for them to make an informed staffing decision.)

PART E. DECLARATION

By submitting this form, I authorize the PSC to contact the sub-delegated manager and provide them with information relevant to the investigation and the ordered corrective actions.

PART F. PSC CONFIRMATION

In order to respect the corrective action ordered in your Record of Decision, you may accept the position or work only after receiving written confirmation from the PSC that it has communicated with the sub-delegated manager.

PART G. CORRESPONDENCE – * Mandatory fields

In which official language do you prefer to receive correspondence? * English French

How do you prefer to receive correspondence? * (If different from part A, please complete fields below) Email Mail

Number and street	Apartment/unit	City
Province/Territory	Country	Postal code

Email

PART H. SUBMITTING THE FORM

Each completed form must be sent by:

email:

or mail:

Public Service Commission of Canada
Oversight and Investigations Sector / Quality Assurance Division
22 Eddy Street
Gatineau, QC K1A 0M7

or fax: 819-420-8801