

**REQUEST FORM FOR DETERMINATION OF ENTITLEMENT**  
**MINISTERS' STAFFS PRIORITY**

This form collects information needed by the Public Service Commission (PSC) to determine if applicants meet the requirements specified in Section 39 of the Public Service Employment Act (PSEA) and are therefore entitled to be appointed without competition and in priority to others to a position in the Public Service for which they are qualified. Requests are normally submitted to the PSC by the departmental Head of Human Resources or equivalent, by mail. The PSC will respond by mail.

The entitlement applies to certain "exempt" staff in a Minister's Ministerial office when they cease to be employed in that office. The priority also applies to persons employed in the offices of Secretaries of State, the Leaders of the Government in the House of Commons and the Senate, and the Leaders of the Opposition in the House of Commons and the Senate. It does not apply to persons employed in a Minister's Constituency or House of Commons office or members of the Minister's departmental complement.

**1. BASIC INFORMATION ABOUT THE PERSON APPLYING FOR PRIORITY STATUS:**

|                          |                        |
|--------------------------|------------------------|
| FAMILY NAME, Given name: |                        |
| Home Address:            | Work Address:          |
| Home Telephone number:   | Work Telephone number: |
| Email Address:           | Fax number:            |

**2. BASIS OF REQUEST:**

Check one or more of the following 3 sub-sections (A, B, C) and complete as applicable.

- A. Request pursuant to sub-section 39(3)(a) of the PSEA:**  
**Applicant was an employee under the Public Service Employment Act immediately before being employed on Minister's staff.**

Complete the following details about the applicant's **last** employment in the Public Service:

|  |                 |
|--|-----------------|
| Department / Agency:   | Classification: |
| Tenure (check one): <input type="checkbox"/> Indeterminate or <input type="checkbox"/> Term: from _____ to _____   |                 |
| Is the applicant currently on Leave of Absence from the Public Service? <input type="checkbox"/> Yes <input type="checkbox"/> No<br><b>(Attach documentary evidence of the granting of leave of absence, showing effective date)</b> |                 |
| If not on leave of absence, specify the <b>date</b> the applicant left the Public Service: _____<br><b>(Attach documentary evidence of the date of having ceased to be an employee)</b>  |                 |

**B. Request pursuant to sub-section 39(3)(b) of the PSEA:****Applicant qualified for appointment to the Public Service while employed on a Minister's staff .**

Provide a copy of the eligibility list or a copy of a letter from the department concerned showing the applicant had been placed on an eligibility list.

**C. Request pursuant to sub-section 39(4) of the PSEA:****Applicant was Executive Assistant, Special Assistant, or Private Secretary to a Minister for at least three years.****3. EMPLOYMENT HISTORY: (complete in all cases; if needed, add a page)**

| <b>Current or Most Recent Appointment to Exempt Staff of a Minister</b>          |                                   |       |
|--|-----------------------------------|-------|
| Start Date   | End Date (if applicable)          | Title |
| Office of the Minister of  | Name of the Minister              |       |
| List all reporting levels between the applicant and the Minister                 |                                   |       |
| Final Salary   | Location of work (city, province) |       |
| <b>First Previous Appointment to Exempt Staff of a Minister, if applicable.</b>  |                                   |       |
| Start Date   | End Date (if applicable)          | Title |
| Office of the Minister of  | Name of the Minister              |       |
| List all reporting levels between the applicant and the Minister                 |                                   |       |
| Final Salary   | Location of work (city, province) |       |
| <b>Second Previous Appointment to Exempt Staff of a Minister, if applicable.</b> |                                   |       |
| Start Date   | End Date (if applicable)          | Title |
| Office of the Minister of  | Name of the Minister              |       |
| List all reporting levels between the applicant and the Minister                 |                                   |       |
| Final Salary   | Location of work (city, province) |       |

**4. LEAVES OF ABSENCE / ASSIGNMENTS:**

List below all leaves of absence (aside from vacation periods) or assignments in which the applicant was not actively employed on behalf of the Minister as a Minister (eg, election campaigns, educational leave, personal leave, extended sick leave, etc).

**Note:** Leaves of absence/assignments do not count towards the 3 year qualifying period, but do not “break” the employment relationship. Breaks in service result in the time count restarting.

| Start date | End date | Reasons |
|------------|----------|---------|
|            |          |         |

**5. SUMMARY OF DOCUMENTS REQUIRED:** - Please attach:

- ! - Resumé (*duties, dates of employment* - will be used also during any subsequent registration for priority referral)
- ! - Pay records (ie, photocopy of pay “card” maintained by local pay office)
- ! - Documentation related to the relevant section(s) above (A,B,C)

**6. CERTIFICATIONS / SIGNATURES:** by the Applicant and by the officials specified below:

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

- ! - applicant was employed on the exempt staff of the Minister.
- ! - applicant was paid solely from the Minister’s Exempt Staff Budget.
- applicant’s duties were continually in support of the Minister as a Minister of the Crown in the conduct of the Minister’s portfolio, and were NOT in support of the Minister as a Parliamentarian (i.e. the candidate was not employed in the Minister’s constituency/riding office or House of Commons office).
- ! - applicant was actively employed in the Minister’s office during the period(s) specified except as per part 2.3.3.
- ! - any exceptions or uncertainties regarding the above points or this application in general are explained in the “additional information box” below or in an attachment)

**SIGNATURES:**

|                          |  |             |
|--------------------------|--|-------------|
| <b><u>Applicant:</u></b> |  |             |
| Name: _____              |  |             |
| Signature: _____         |  | Date: _____ |

|  |              |  |
|--|--------------|--|
| <b><u>Minister:</u></b> ( <i>if applicant is the Minister’s Executive Assistant or equivalent</i> )<br><i>if not possible to obtain the Minister’s signature, then by the Departmental Head of Human Resources or equivalent if knowledgeable of the applicant</i> |              |  |
| Name: _____  | Title: _____ |  |
| -  |              |  |
| Signature: _____   | Date: _____  |  |

**Minister's Executive Assistant, (if applicant is a Special Assistant or other)**  
*if not possible to obtain the Minister's signature, then by the Departmental Head of Human Resources or equivalent if knowledgeable of the applicant)*

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**7. ADDITIONAL INFORMATION:**

Describe below any exceptions / concerns related to the statements listed above or any other information that might help the PSC determine the entitlement of the applicant - add page if needed)

**8. SUBMITTED BY:**(Usually the Head of Departmental Human Resources or Equivalent)

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Address for receipt of reply:**

**9. ADMINISTRATIVE CONTACT FOR QUESTIONS ABOUT THIS REQUEST:**

If you need to discuss some aspect of this submission, contact the PSC's Priority Administration Group at (613) 995-4636 (Fax (613) 992-5430). For further information about the Ministers' Staffs priority, or about priority entitlements and their administration in general, refer to the Priority Administration page of the PSC's web-site at [http://www.psc-cfp.gc.ca/staf\\_dot/priority-priorite/index\\_e.htm](http://www.psc-cfp.gc.ca/staf_dot/priority-priorite/index_e.htm) or the PSC's Staffing Manual.

**MAIL THIS APPLICATION TO:**

Director General  
Resourcing Policy and Legislation Directorate  
Merit Policy and Accountability Branch  
Public Service Commission  
Room B1732  
300 Laurier Avenue West  
Ottawa, Ontario  
K1A 0M7

April 15,2003