



**ADJUDICATIVE AGENCIES, BOARDS & COMMISSIONS
APPLICATION FORM**

(Please complete in full, please use additional paper if necessary)

Please refer to the individual **Profile** for each Board for the **Formal Qualifications, Work experience** and **Skills required**, located at http://www.gov.ns.ca/exec_council/AdjudicativeABCprofiles.asp or call (902)-424-4877/ toll free 1-866-206-6844. Applicants will be screened against these criteria so it is essential to include all relevant information on your application and /or resume.

Board:	
Title of Position:	
Contact Information	
First Name	Last Name
Mailing Address	City/Town
Province	Postal Code
Home Phone	Cell Phone
Business Phone	Email
Relevant Employment Experience	
<i>You need not complete this section if you are attaching a resume that contains the information requested.</i>	
Position 1	
Organization/Company	Length of Service
Responsibilities	
Position 2	
Organization/Company	Length of Service
Responsibilities	
Position 3	
Organization/Company	Length of Service
Responsibilities	
Education and Professional Development	
<i>Please provide Name of School and Highest Level of education obtained</i>	
Institution	Education
1	
2	
3	
Community and Civic Activities	
<i>Please provide Name of Organization on past and present community and civic activities. (Please indicate N/A if not applicable)</i>	

Professional Memberships/ Experience	
<i>Provide all professional memberships and any relevant board or tribunal experience, starting with the most recent and showing clear time periods for each organization (Please indicate N/A if not applicable)</i>	
1)	
2)	
3)	
References	
<i>Please provide the names and telephone numbers of two references that we can contact on your behalf.</i>	
Name	Contact Information
Qualifications	<i>On a separate page, please provide examples from your work, volunteer or other life experiences that demonstrate your ability in the following areas:</i>
1	Respect for the essential dignity of all persons, regardless of their circumstances, and commitment to diversity and employment equity.
2	Ability to apply a broad perspective on issues, and work with a team to listen to others, constructively solve problems, make objective and fair decisions, and reach consensus in a timely manner.
3	Ability to deal professionally with confidential and sensitive information.
4	Ability to communicate effectively and write clear and concise board reports
5	Ability to commit required time and effort, and if necessary, travel.
6	Peer/community recognition of high ethical standards and integrity in professional and personal interactions.
7	Describe your previous involvement/experience in matters related to the respective board's function. For example, activities where one would acquire an understanding of related issues, interests, practice, policy, legislation, and collective agreements and/or former client of program or service.
8	If you are applying for a head or chair of an adjudicative board outline your proven ability, preferable as a board or meeting chairperson, in leading groups to constructively solve problems and bring about fair and consensus-based decisions.
Diversity Management	
<i>Through its affirmative action policy, the Government of Nova Scotia is creating a Civil Service, which is representative of the diverse public it serves. Government is committed to ensuring diversity by supporting initiatives that promotes the equitable participation of aboriginal persons, black persons, persons with disabilities, and women in positions where they are under-represented. Your voluntary response to the four questions below will assist us in reaching that goal.</i>	
1. Are you:	Male _____ Female _____
2. Are you an aboriginal person of Canada?	Yes _____ No _____
3. Are you a black person or a member of another racially visible group?	Yes _____ No _____
4. Are you a person with a disability?	Yes _____ No _____
Consent Statement	
<i>I understand that any information that proves to be false may disqualify me for any appointments. I hereby certify that all statements made in this application and other documents provided by are true and complete to the best of my knowledge and belief. I understand that should investigation at any time disclose misrepresentation or falsification of a material fact, that my application may be rejected. I also consent to my reference being contacted.</i>	
Signature: _____	Date: _____