
APPLICATION FOR APPOINTMENT AS A DECISION-MAKER

PLEASE PRINT IN BLUE OR BLACK INK.

1. NAME OF APPLICANT AND CONTACT INFORMATION

Name:			
Residential Address:			
Work Address:			
Email:		Telephone:	
Cell Phone:		Work Telephone:	
Where do you want correspondence to be sent to you?	☐ Work ☐ Home ☐ Email		
Do you agree to submit an updated resume with this application form, including proof of highest level of education attained:	☐ Yes ☐ No		

2. LEGAL EDUCATION

Please state the name of the school and year of graduation.	
Name of Law School:	
Year of Graduation:	

3. GOOD STANDING

Please answer the following:

Are you currently a member of a professional order? ☐ Yes ☐ No
Which professional orders(s) are/were you a member of?
Are you a member in good standing? ☐ Yes ☐ No

If you are not currently a member of a professional order, were you in good standing at the time of your discontinuance or retirement?

☐ Yes ☐ No

If no, please explain.

Do you consent to any verification that may be necessary with the professional order(s) or any disciplinary committee(s) to confirm good standing?

☐ Yes ☐ No

Do you agree to supply any additional information that may be necessary to complete this verification?

☐ Yes ☐ No

4. PROFESSIONAL REFERENCES

Please provide the names and contact information of two (2) professional references.

Name	Contact Information
1.	Telephone: Email:
2.	Telephone: Email:

5. LANGUAGE

Language spoken: ☐ Kanien'kéha ☐ English ☐ French ☐ Other(s):

Language written: ☐ Kanien'kéha ☐ English ☐ French ☐ Other(s):

6. TRAVEL

There are times where it may be necessary to preside over a hearing in person. Are you willing to travel to the Mohawk Territory of Kahnawà:ke, as required?

☐ Yes ☐ No

7. ADDITIONAL INFORMATION

Please provide any information that you wish to bring to the attention of the evaluation committee. This may include but is not limited to any publications, presentations at conferences/webinars, classes taught, and volunteer experience.

8. OBLIGATIONS OF DECISION-MAKERS APPOINTED TO THE ADMINISTRATIVE TRIBUNAL

Have you reviewed and do you understand that Decision-makers appointed to the Administrative Tribunal will perform the duties set forth in the *Terms of Reference for Decision-makers Appointed to the Administrative Tribunal*, the *Kahnawà:ke Justice Act* and related regulations, as well as any other applicable laws, regulations, policies, or procedures on an “as needed” basis?

☐ Yes ☐ No

Are you willing to take an Oath of Office, to sign a Confidentiality Agreement, and to abide by the *Code of Conduct for Decision-makers Appointed to the Administrative Tribunal*?

☐ Yes ☐ No

Are you willing to complete training session(s) on topics such as key principles of administrative law, conducting hearings, and decision-writing?

☐ Yes ☐ No

9. NOTIFICATION OF VACANCY

How were you notified about this vacancy?

☐ Website	☐ Media (Print)
☐ Public Notice	☐ Media (Social)
☐ Word of Mouth	☐ Other: _____

10. DECLARATION AND SIGNATURE

I agree to undergo a background check to ensure that all eligibility requirements are met and sign a privacy waiver for that purpose.

I solemnly affirm that the information provided in this application is true to the best of my knowledge.

Print Name

Signature

Solemnly affirmed before me on this ____ day of _____, 20____ in _____.

Commissioner for Oaths

IMPORTANT INFORMATION

ASSESSMENTS BY THE EVALUATION COMMITTEE ARE CONFIDENTIAL AND WILL ONLY BE SHARED AS NECESSARY WITH INDIVIDUALS AS PART OF THE SELECTION AND APPOINTMENT PROCESS.

IN MAKING ANY ENQUIRIES, THE EVALUATION COMMITTEE WILL EXERT EVERY EFFORT TO URGE AND MAINTAIN CONFIDENTIALITY. HOWEVER, THE COMMITTEE CANNOT ACCEPT RESPONSIBILITY FOR ANY UNAUTHORIZED DISCLOSURE OF AN APPLICANT'S NAME.

PLEASE PROVIDE A COPY OF A VALID, GOVERNMENT-ISSUED, PHOTO ID (PREFERABLY A DRIVER'S LICENCE, DOUBLE-SIDED).

PLEASE REMEMBER TO INCLUDE A LETTER OF INTENT, A RESUME AND PROOF OF EDUCATIONAL REQUIREMENTS.