

REFERENCE LETTER

WARNING

Please ensure to download and save the form before starting to fill them out in order to preserve your work.

Information for referees

An applicant is required to provide three (3) letters of reference attesting to his/her suitability for a Senate appointment. Applicants are encouraged to identify referees from their province. You can provide a reference letter to support the applicant either as an individual or on behalf of an organization.

You must have known the applicant for a minimum of five (5) years and cannot be a close family member. Referees may be contacted during the course of the process; therefore, contact information must be included.

Referee Information

Last Name:	First Name:
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Address:

Telephone:			Email Address:
Home:	Office:	Mobile:	

Name of Applicant:

<p>Describe your connection to the applicant you are recommending, including how you know them, how long you have known them, and why you are qualified to write a reference letter for them. (maximum 250 words)</p>

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Describe why you believe the applicant is qualified for a possible Senate appointment, why the applicant would be a good representative of his/her province, and what you think the applicant can contribute to the Senate, using specific examples that are related to the following merit-based criteria (Maximum 500 words):

1. The ability to bring a perspective and contribution to the work of the Senate that is independent and non-partisan;
2. A solid knowledge of the legislative process and Canada's Constitution, including the role of the Senate as an independent and complementary body of sober, second thought, regional representation and minority representation;
3. Outstanding personal qualities, including adhering to the principles and standards of public life, ethics, and integrity;
4. The ability to make an effective and significant contribution to the work of the Senate, not only in their chosen profession nor area of expertise, but the wide range of other issues that come before the Senate;
5. One or more of the following:
 - a) A high level of experience, developed over many years, in the legislative process and public service at the federal or provincial/territorial level; and/or
 - b) A lengthy and recognized record of service to their community, which could include their Indigenous, ethnic or linguistic community; and/or
 - c) Recognized leadership and an outstanding record of achievement in their profession or chosen field of expertise.

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Is there anything else you would like to share with the Independent Advisory Board for Senate Appointments which could help them make a decision? (Maximum 250 words)

I confirm that I have known the applicant for a minimum of five (5) years and that I am not a close family member.

Instructions for referees

Referees should print, sign and scan their completed reference letter prior to sending it back to the applicant.

Signature

Date