

# SENATE OF CANADA APPLICATION FORM

## Winter 2017

### WARNING

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

Important information

Deadline to apply: Wednesday, January 25, 2017 at 23:59 ET

In order for their application to be considered complete, applicants must provide:

- a completed application form,
- an up-to-date curriculum vitae,
- three (3) letters of reference, and
- a completed Background Check Consent Form.

Additional information and tools are available on the [Independent Advisory Board for Senate Appointments Website](#).

### PART 1

Last Name:	First Name:
Telephone No.:	E-mail:
City/Town:	The province for which I am seeking appointment is:

### PART 2

To be considered for appointment to the Senate, you must confirm that you meet, or will meet at the time of your appointment, each of the requirements set out in [section 23 of the Constitution Act, 1867](#).

**Age**

An individual must be a minimum of 30 years of age and be less than 75 years of age when appointed to the Senate. Please provide your date of birth.

Date of birth (DD/MM/YYYY)

<p><b>Citizenship</b></p> <p>An individual must be a Canadian citizen when appointed to the Senate.</p>	<p>I am a Canadian citizen or will be one at the time of appointment.</p> <p style="text-align: center;"> <input type="radio"/> Yes                      <input type="radio"/> No                 </p>
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<p><b>Residency</b></p> <p>An individual must be a resident<sup>1</sup> of the province or territory for which they are appointed.</p> <p>(Note: An individual must be a resident of the province or territory of vacancy for a minimum period of two years prior to the application.)</p>	<p>I am, and have been for a minimum of two years prior to my application, a resident of the province for which I am seeking appointment.</p> <p style="text-align: center;"> <input type="radio"/> Yes                      <input type="radio"/> No                 </p>
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<sup>1</sup>An individual must have his or her place of permanent residence in the province or territory of vacancy at the time of application and appointment. The permanent residence is where the person is ordinarily present and has made his or her home for a minimum period of two years leading up to the application. Before appointment to the Senate, the individual must provide documentation of residence in the province or territory. An exception to the two-year requirement may be made in a case where an individual is temporarily absent from the province or territory of vacancy for reasons of employment or education but can provide satisfactory proof he or she intends to return to his or her permanent residence in the province or territory of vacancy.

If you answered “no” to the previous question, please explain how you fit within the exception to the two-year requirement for residency. (Maximum 150 words)

**Real Property and Net Worth Requirements**

An individual must hold real property<sup>2</sup> of a net value<sup>3</sup> of \$4,000 or more in the province for which they are appointed and must have a net worth<sup>4</sup> of at least \$4,000 when appointed to the Senate.

I hold, or will hold at the time of appointment, real property of a net value of \$4,000 or more in the province for which I am seeking appointment.

Yes                       No

I have, or will have at the time of appointment, a net worth of at least \$4,000.

Yes                       No

Please briefly describe how you satisfy, or will satisfy at the time of appointment, the constitutional requirements for real property and net worth. (Maximum 150 words)

<sup>2</sup> For the purposes of the application, a qualified applicant would, for example, own real property in which the land, together with the buildings, structures and improvements on the land, is held in fee simple. As types of title and land holdings vary throughout Canada, the sufficiency of title to land under other real property interests may need to be reviewed on a case-by-case basis.

<sup>3</sup> “Net value” means the difference between the value of the real property and any liabilities on that real property (e.g., mortgage, liens).

<sup>4</sup> “Net worth” means the difference between the individual’s total assets (including real property and personal property) and their total debts and liabilities.

<p><b>Proof of Qualifications</b></p>	<p>I acknowledge that I will be required to provide supporting documentation for <u>each</u> of the constitutional requirements in order to be appointed to the Senate. This may include government-issued photo identification (e.g., passport, driver's licence) and institutional documentation (e.g., deed, land registry abstracts, bank statements). Notarized copies of documentation may be required.</p> <p style="text-align: right;"> <input type="radio"/> Yes                      <input type="radio"/> No         </p>
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**PART 3**

To be considered for appointment to the Senate, you must demonstrate the knowledge, personal qualities and qualifications related to the role of the Senate listed below.

**Knowledge Requirement**

Applicants must demonstrate 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.

**Personal Qualities**

Applicants must demonstrate outstanding personal qualities, including adhering to the principles and standards of public life, ethics, and integrity.

Applicants must demonstrate an ability to make an effective and significant contribution to the work of the Senate, not only in their chosen profession or area of expertise, but the wide range of other issues that come before the Senate.

**Qualifications Related to the Role of the Senate**

Applicants must demonstrate one of the following criteria:

- 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,
- a lengthy and recognized record of service to one's community, which could include one's Indigenous, ethnic or linguistic community; and/or,
- recognized leadership and an outstanding record of achievement in the nominee's profession or chosen field of expertise.

**Personal Statement**

Please provide a personal statement to describe how you meet each of the qualifications and criteria listed above, using specific examples to highlight your skills and experience. This personal statement must be included in the text field below. (Maximum 1,000 words)

Empty text field for the personal statement.

Your application must include a curriculum vitae (CV) outlining your academic qualifications, employment history, professional affiliations, major achievements, distinctions and awards. The CV must be a maximum of 1,500 words long, and no attachments or other supplementary documentation are to be submitted. Applicants are encouraged to use the template provided on the [Independent Advisory Board for Senate Appointments Website](#).

I have included a CV as part of my application.

- Yes                       No

Have you ever been convicted of a criminal offence for which you have not been granted a pardon?

- Yes                       No

If yes, provide details (e.g., charge(s), name of police force and city, province/state, country and date of conviction). (Maximum 150 words)

Are you currently or have you ever been involved in any activity, or engaged in any conduct, which would conflict with, or could reasonably be perceived as being in conflict with, the principles and standards expected in public life and which, if disclosed publicly, would negatively impact the non-partisan and merit-based perception of your appointment to the Senate or the reputation of the Senate as a public institution?

- Yes                       No

If yes, provide details. (Maximum 150 words)

**PART 4**

**References**

Applicants are required to provide three (3) letters of reference from individuals attesting to the applicant’s suitability for a Senate appointment. Applicants are encouraged to identify referees from their province. Referees 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.

Note: Applicants are encouraged to ask referees to use the template available on the [Independent Advisory Board for Senate Appointments Website](#).

I have provided as part of my application three (3) signed and completed letters of reference from individuals attesting to my suitability for a Senate appointment, and the letters include referee contact information.

Yes                       No

**Background Check**

Background checks are required to determine the suitability of candidates for public office. A completed Background Check Consent Form must be included as part of each application package. The form is available on the [Independent Advisory Board for Senate Appointments Website](#)

I have provided as part of my application a completed and signed Background Check Consent Form.

Yes                       No

**PART 5**

**Non-Partisanship**

While past political or lobbying activities would not disqualify an individual, applicants are asked to demonstrate to the Advisory Board that they have the ability to bring a perspective and contribution to the work of the Senate that is independent and non-partisan.

In this section, “political activities” include, but are not limited to:

- being a member of a political party at any level of government in Canada;
- seeking nomination to run as a candidate or being a candidate in an election of any level of government in Canada;
- fundraising for political purposes;
- personally displaying campaign material;
- attending partisan or social events sponsored by one particular political party, a Minister, a Member of Parliament or a Senator where such events are exclusively or primarily of a political or partisan character; and
- managing a political campaign or campaigning personally on behalf of a candidate in an election.

Political activities **do not include** attending all-party candidates meetings in order to inform one's right to vote, or voting in an election.

Within the past five (5) years, have you engaged in any political activities?

- Yes       No

If yes, please describe any political activities in which you have engaged in the past five (5) years. (Maximum 250 words)

Have you made donations to a candidate for political office, a political party or leadership campaign at any level of government in Canada?

- Yes       No

If yes, please describe the nature of these financial arrangements. (Maximum 150 words)

Are you a registered lobbyist at any level of government in Canada?

- Yes       No

If yes, please describe the nature of activities, including the level(s) of government(s) lobbied, the organization(s) on whose behalf you are engaged to lobby, and your position within the organization, as applicable. (Maximum 250 words)

Please describe how you would bring a perspective and contribution to the Senate that would be independent and non-partisan. (Maximum 500 words)



**PART 6**

**Declarations**

I consent to the collection, use and disclosure of my personal information by the Independent Advisory Board for Senate Appointments, the Prime Minister's Office, the Privy Council Office, other federal government institutions and third party entities contracted to support the work of the Advisory Board for the purposes of this appointment process. I understand that the information provided will be held in confidence and used in the Senate appointment process in accordance with the law, including the *Privacy Act*.

Yes       No

I undertake to respect the confidentiality of the Senate appointment process, including the contents of my application, any communications with the Independent Advisory Board for Senate Appointments, the Prime Minister's Office, the Privy Council Office, or any other federal government institution in relation to this appointment process.

Yes       No

I acknowledge that there may be an interview process and that there will be additional security checks for which I will be required to consent prior to being recommended by the Independent Advisory Board for Senate Appointments and/or appointed to the Senate.

Yes       No

I acknowledge the ongoing obligation that, if appointed, I must reside in the province for which I am appointed during my term in office as a Senator.

Yes       No

I acknowledge that it is my responsibility to ensure that my application is complete, that it includes all mandatory information and required supporting documentation and that my failure to submit all required information may result in my candidacy not being considered.

Yes       No

**Certification**

I certify that the information set out by me in this document and any attachment submitted with this application is true and correct.

Yes       No      Date