



STATEMENT OF AGREEMENT TO BECOME BILINGUAL

Please open and **complete** this form in **Adobe Acrobat Reader**

PART A. IDENTIFYING INFORMATION - All fields are mandatory

Last name of person considered for appointment or being appointed		First name of person considered for appointment or being appointed	
Position title	Position number	PRI	
First official language (The official language, either English or French, with which the person has a primary personal identification; that is the official language in which a person is generally more proficient.)			
		<input type="radio"/> English	<input type="radio"/> French
Levels of second official language proficiency required by the bilingual position	English	French	

PART B. STATEMENT OF OBLIGATIONS - All fields are mandatory

For an **external appointment process**, the statement of obligations must be completed and signed prior to the non-imperative appointment by every person who does not meet the required level of official language proficiency or who is not otherwise excluded from meeting such qualifications and by the deputy head or his or her subdelegated authority.

For an **internal appointment process**, the statement of obligations must be completed and signed by every person considered for a non-imperative appointment who does not meet the required level of official language proficiency or who is not otherwise excluded from meeting such qualifications and by the deputy head or his or her delegated authority prior to informing persons identified under subsection 48 (1) of the *Public Service Employment Act* of the name of the person being considered for appointment

PERSON CONSIDERED FOR APPOINTMENT OR BEING APPOINTED

In the event that I am appointed to the above-noted position, and subject to any obligation to attain the same or a higher level of second official language proficiency arising from the appointment to my former position, I hereby agree:

- (a) to undertake to attain the level of official language proficiency required for the bilingual position, through language training at public expense, within a period of two years beginning on the later of the date of the written agreement of appointment to the bilingual position and the effective date of the appointment; and
- (b) to be appointed or deployed on an indeterminate basis to a position for which I meet the essential qualifications that is of a similar level and salary as the bilingual position if, at the end of the two-year period, I have not attained the level of language proficiency required for the bilingual position.

I understand that, in the event that I am appointed to another bilingual position requiring the same or a lower level of language proficiency within the agreement period, the agreement period arising from this appointment will apply to the new appointment.

I understand that any period of leave in excess of 60 consecutive days will not be included in the agreement period described above.

Signature of the person considered
for appointment or being appointed
Note: (Right click to clear your signature)

Date (YYYY/MM/DD)

DEPUTY HEAD OR SUBDELEGATED AUTHORITY

In the event that I appoint this person to the above-noted position, I hereby agree to:

- (a) ensure that the person is provided with the language training that is necessary for the person to attain the level of official language proficiency required for the position within the two-year agreement period; and
- (b) appoint or deploy the person on an indeterminate basis within a two-month period after the end of the two-year period to a position for which he or she meets the essential qualifications and that is of a similar level and salary as the bilingual position in the event that the person does not meet the official language proficiency requirements of the position within the two-year period after the appointment.

Signature of the deputy head or subdelegated authority
Note: (Right click to clear your signature)

Date (YYYY/MM/DD)

PART C. AGREEMENT PERIOD - All fields are mandatory

This part is to be completed on or after appointment to the bilingual position

Effective Date (YYYY/MM/DD) ► _____

The later of (a) the date of the written agreement of appointment to the bilingual position, and (b) the effective date of the appointment

Signature of the person appointed
Note: (Right click to clear your signature)

Date (YYYY/MM/DD)

Date of expiry of the agreement period (YYYY/MM/DD) ► _____

(Two years as of the effective date of the agreement)

Signature of the deputy head or subdelegated authority
Note: (Right click to clear your signature)

Date (YYYY/MM/DD)

STATEMENT OF AGREEMENT TO BECOME BILINGUAL

The *Public Service Official Languages Exclusion Approval Order* enables the deputy head to identify a bilingual position as not requiring, at the time of appointment, occupation by a person who meets the required level of proficiency in both official languages. In order to be excluded from meeting the required level of language proficiency in both official languages at the time of appointment, a person who meets the required level of proficiency in only one the official languages must be excluded under one of the three exclusions under the *Public Service Official Languages Exclusion Approval Order*, namely:

1. exclusion as a result of an agreement to become bilingual;
2. exclusion on medical grounds; or
3. exclusion for persons eligible for an immediate annuity.

The Statement of Agreement to Become Bilingual sets out the obligations of a person who enters into an agreement to become bilingual in order to be appointed on a non-imperative basis to a bilingual position and the obligations of the deputy head or his or her delegated authority who appoints this person on a non-imperative basis.

The Statement of Agreement to Become Bilingual must be completed and signed

- (1) by a person considered for appointment or being appointed on a non-imperative basis who does not meet the required level of official language proficiency or who is not otherwise excluded from meeting such qualifications in accordance with the *Public Service Official Languages Exclusion Approval Order*; and
- (2) by the deputy head or the person who has been sub-delegated the authority to make appointments to and within the public service.

In addition, the Statement of Agreement to Become Bilingual must be completed and signed:

- prior to the appointment of the person to the bilingual position for an external appointment process; or
- prior to notifying persons identified under subsection 48 (1) of the *Public Service Employment Act* of the name of the person being considered for appointment for an internal appointment process.