



# STAFFING APPEAL APPLICATION

## Part I | Position Information

Job Opening ID:	Department:
Position Title:	

## Part II | Appellant Information

Name:
Mailing Address:
Email Address:
Phone Number:

**To be eligible to file a Staffing Appeal, you must be:**

- a GNWT employee at the time you applied for the position; and/or
- eligible for staffing priority under the Affirmative Action Policy; and/or
- eligible for staffing priority under the Staff Retention Policy.

<p><b>1. Were you a GNWT employee when you applied on the job?</b></p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>	<p>If <b>YES</b>, indicate your position and department:</p>
<p><b>2. Are you eligible under the GNWT Affirmative Action Policy?</b></p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>	<p>If <b>YES</b>, under what category of the Affirmative Action Policy?</p> <p><input type="checkbox"/> Indigenous Aboriginal <input type="checkbox"/> Indigenous non-Aboriginal <input type="checkbox"/> Resident disabled <input type="checkbox"/> Resident woman (Senior Management and Non-Traditional Occupations only)</p>
<p><b>3. Are you eligible for Priority Status under the GNWT Staff Retention Policy as an affected employee?</b></p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>	<p>If <b>YES</b>, on what date were you provided your Affected Employee Status Notification or Notice of Layoff? (mm/dd/yyyy):</p>
<p><b>4. If you answered YES to question 2 and/or 3, how did you clearly identify your eligibility?</b></p>	

## Part III | Notification

<p><b>5. Indicate the date you were notified you had appeal rights (mm/dd/yyyy):</b></p>	<p><b>6. How were you notified that you did not get the job?</b></p> <p><input type="checkbox"/> In person or by phone; or <input type="checkbox"/> In writing, by email or by fax; or <input type="checkbox"/> In writing, by mail</p>
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## Part IV | Reasons for the Appeal

<p><b>7. Using as much detail as possible, explain the <u>procedural error</u> you believe occurred during the hiring process that adversely affected how you were considered as an applicant.</b> It is not sufficient to say you are appealing because someone else got the job.</p> <p>If this is an appeal arising from a reasonable job offer and priority status under the GNWT Staff Retention Policy, please explain in detail.</p> <p>If you require more space, please continue on a blank piece of paper.</p> <p>For more information on the GNWT hiring procedures, refer to the <a href="#">Department of Finance website</a> or the <a href="#">GNWT Human Resource Manual</a>.</p> <p>For more information about the appeal process, please refer to the <a href="#">Staffing Appeals website</a>, <a href="#">Staffing Appeal Information Guide</a> or <a href="#">Staffing Appeal Brochure</a>.</p>	
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Signature:	Date (mm/dd/yyyy):
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Send this appeal to:	<p><b>Deputy Minister of Finance</b> c/o Staffing Appeals Administrator Box 1320, Yellowknife NT, X1A 2L9 Fax: 867-873-0414   Email: <a href="mailto:staffing_appeals@gov.nt.ca">staffing_appeals@gov.nt.ca</a></p>
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This information is being collected under the authority of the *Public Service Act/Regulations* and will be used to determine your eligibility to appeal the staffing process. Your personal information will be protected under the *Access to Information and Protection of Privacy Act*. If you have any questions about the collection of this information, please send your concerns to [staffing\\_appeals@gov.nt.ca](mailto:staffing_appeals@gov.nt.ca).