



STAFFING APPEAL APPLICATION

Part I | Position Information

Job Opening ID:	Department:
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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.

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

Part III | Notification

5. Indicate the date you were notified you had appeal rights (mm/dd/yyyy):	6. How were you notified that you did not get the job? <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
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Part IV | Reasons for the Appeal

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. It is not sufficient to say you are appealing because someone else got the job. If this is an appeal arising from a reasonable job offer and priority status under the GNWT Staff Retention Policy, please explain in detail. If you require more space, please continue on a blank piece of paper. For more information on the GNWT hiring procedures, refer to the Department of Finance website or the GNWT Human Resource Manual . For more information about the appeal process, please refer to the Staffing Appeals website , Staffing Appeal Information Guide or Staffing Appeal Brochure .	
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Signature:	Date (mm/dd/yyyy):
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Send this appeal to:	Deputy Minister of Finance c/o Staffing Appeals Administrator Box 1320, Yellowknife NT, X1A 2L9 Fax: 867-873-0414 Email: staffing_appeals@gov.nt.ca
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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.