

Name:

Address:

Email Address:

Phone Number:

**Where did you
hear about this
posting?**

Canadian Citizen

Permanent Resident

Other

Please describe:

Purpose

This application form is designed to provide the Workers' Compensation Appeal Tribunal (WCAT) with an understanding of your related education, experience, skills, and knowledge to effectively and consistently assess candidates for the Vice Chair position.

During the initial screening stage, the panel will focus on your application responses only and will not review your resume. Resumes will be reviewed for candidates who reach the panel interview stage. To ensure a fair and unbiased selection process, the panel will review all applications with personal information redacted, allowing the panel to assess each application objectively based on knowledge, skills, and work experiences only.

Instructions

To create a shortlist of candidates for further assessment, applications are assessed on content, presentation and completeness. Consequently, it is important to follow the required information:

1. Review the [Job Description](#) and the [Vice Chair Information Sheet](#) thoroughly before completing this application form. The job description will help you gain a clear understanding of the Vice Chair's responsibilities and accurately tailor your application to the position. The information sheet will provide you with a detailed overview of the approximately 5-month recruitment process.
2. Assume WCAT has no prior knowledge of your qualifications/background.
3. Provide the most recent job-related information wherever possible.

Instructions

4. Provide clear and specific information such as dates, location and duration of education, training, and work experience. Provide examples where this assists to demonstrate your knowledge and skills gained from recent employment. This information might seem repetitive if it is also noted in your resume; however, as noted above, the panel will not have a copy of your resume when shortlisting candidates.
5. Check your application responses for completeness and ensure your responses address the questions posed. Referring or deferring to your resume, websites or other materials will be considered an incomplete application form.
6. Limit your application to a total of five pages (resume to be attached but not included as part of the five pages). Short form and bullets are acceptable and preferred.

Acknowledgement and Certification

By submitting this application:

- I understand and accept the appointment eligibility and conditions described in the [Vice Chair Information Sheet](#) and [Job Description](#).
- I certify that the information provided in this application and resume is true. I understand that if any information in my application is found to be untrue, my application may be rejected, or my appointment rescinded.

Please submit your completed application form and current resume to: WCATRecruit@wcat.bc.ca by **Wednesday, February 19, 2025 at 11:00 pm**. If you have any difficulties, please contact Corinna Laemmerzahl at (236) 235-1508 or WCATRecruit@wcat.bc.ca. Upon submitting your application, we will acknowledge receipt of your application via email.

WCAT is committed to ensuring that reasonable accommodations are available throughout the hiring process, including the assessment and selection stages. Please email WCATRecruit@wcat.bc.ca if you require an accommodation to fully participate in the hiring process.

Question 1

1. Education and Training

Outline your relevant education and/or training and include the name of the university or educational institute attended, dates attended and the title of the degree, diploma, or training course(s). *Note the box below will expand as you type.*

Question 2

2. Work Experience

Outline your relevant work experience. Explain how you have obtained a minimum of two years' recent experience in one or a combination of the following capacities:

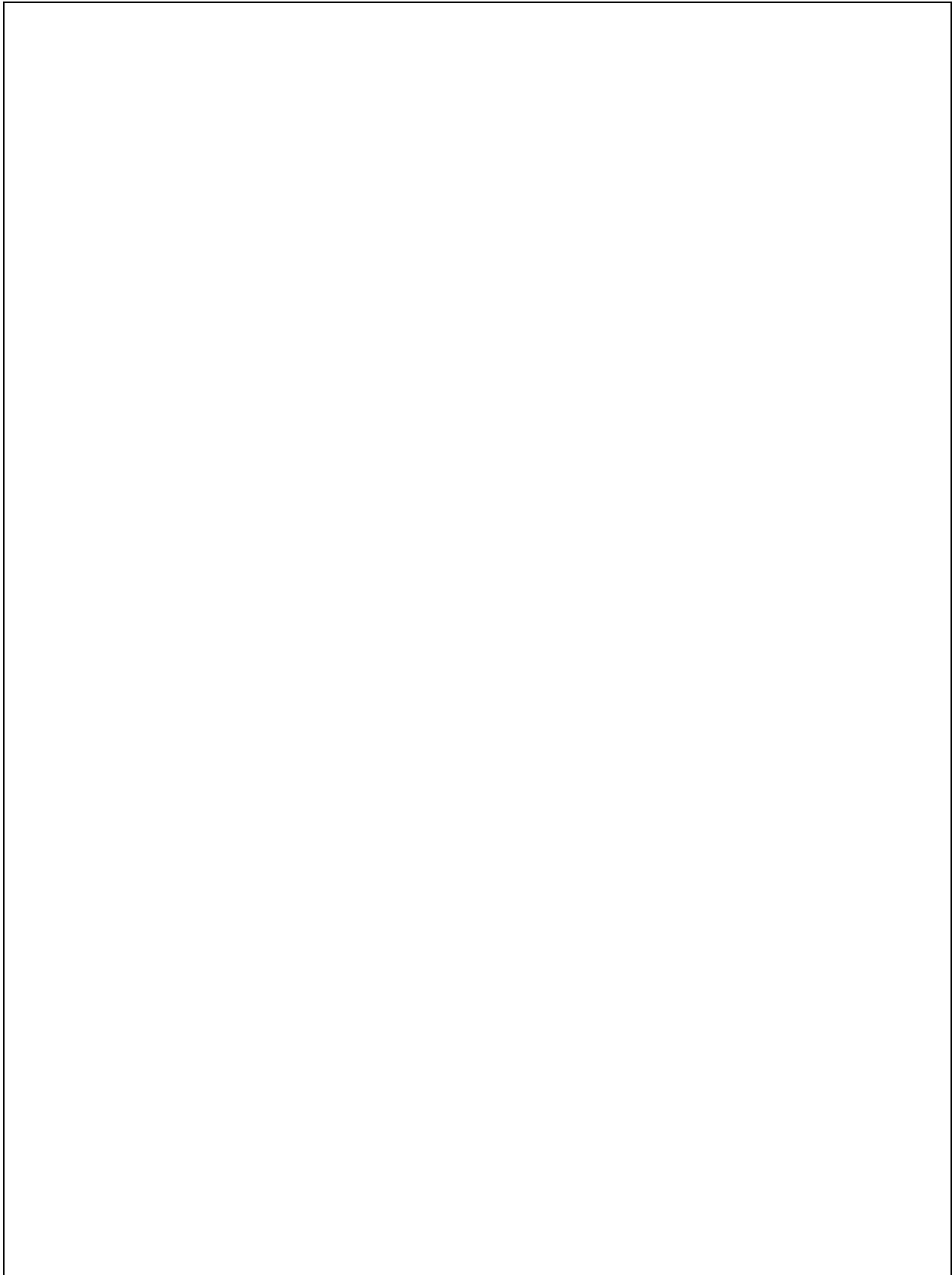
- Investigator/case manager of public administration issues;
- Adjudicator in a court, tribunal, or board setting; and/or
- Client representative before courts, tribunals, or boards.

Identify the position title(s), dates, and duration worked in each position and the key duties. Also describe how the investigation/case management, adjudication or representation responsibilities formed a significant part of your work. As an example, indicate the percentage of your time that was spent on adjudication, or the average number of cases managed in a month or year.

Identify whether the work experience provided you with administrative law knowledge. Describe the range and complexity of administrative law issues you encountered in the work.

Identify the analytical complexity of your work experience. Include information about the issues, the law and/or policy considered, the typical caseload, and time constraints or pressures. *Note the box below will expand as you type.*

Question 2



Thank you for your interest in the Vice Chair position at WCAT. We look forward to reviewing your application.