

Application for:

- **Lead Verifier**
- **Verifier**
- **Observer**

APPLICATION FOR THE VERIFIERS for *Canada Awards for Excellence*

Please complete all sections of the application. Incomplete applications may result in a delay of your application being processed. If additional space is needed to provide the requested information, please attach a supplemental page. The qualifications for a Verifier are attached on Page 6.

VERIFIER POSITION

Please choose one of the following positions for which you wish to apply (more than one can be chosen)

Position Level:

Lead Verifier: _____

Verifier: _____

Observer: _____

Preferred Category for verification (more than one can be chosen):

Excellence, Innovation and Wellness _____

Healthy Workplace _____

Mental Health _____

APPLICANT

Title: Mr., Mrs., Ms., Dr. (please circle or enter another): _____

Applicant's surname (family or last name)

Given (first name)

Initials

Please enter your name as you wish it to appear on all correspondence and/or documentation

COORDINATES

Company/Organization Name

Email

Title

Length of Service

Street address

Bus Tel #:

Address (line 2) and P. O. Box # (if applicable)

Mobile Tel #

City

| _____ |
Province

| _____ |
Postal Code

EXPERIENCE:

Describe below your experience as it relates to the following required qualifications.

Requirement	Please describe your experience and skills
1. An understanding of, and experience with how management systems operate in an organization.	
2. Theoretical knowledge and practical experience in the implementation and evaluation of how Excellence frameworks (Excellence, Innovation & Wellness; Healthy Workplace; Mental Health)	
3. How many years of experience in 2 above? Leads - 5 years required Verifiers – 3 years required Observers – some experience required	
4. Completion of Excellence Canada’s (EC) Verification training session – note date of completion	
5. Experience as a participant on a Verification team Leads - 4 site visits required Verifiers – 1 site visit required Observers – no experience required	

Requirement	Please describe your experience and skills
<p>6. Describe your relationship with EC, e.g., level of partnership, past CAE recipient etc. (must be a full-time employee of a partner or a CAE recipient to participate)</p>	
<ul style="list-style-type: none"> FOR LEADS: Strong management skills including the ability to interface with senior management teams. Good written and verbal communication skills. Experience managing teams and related activities including planning, project management, team coordination, conducting focus group sessions, consensus-building amongst the verification team, as well as timely report preparation and feedback to the client. Explain your experience. 	
<ul style="list-style-type: none"> FOR VERIFIERS: Must have good analytical skills, note-taking and listening skills. Explain your experience. 	
<ul style="list-style-type: none"> FOR OBSERVERS: Must have good analytical skills, note-taking and listening skills. Explain your experience. 	

EDUCATION AND LIST OF EXCELLENCE CANADA COURSES (OR EQUIVALENT)

MEMBERSHIP of PROFESSIONAL BODIES - List professional organizations you are currently affiliated with.

Name of Professional Association or Body

Date elected and/or Certified

Membership Grade

Any position held

Name of Professional Association or Body

Date elected and/or Certified

Membership Grade

Any position held

REFERENCES

Please list two business references who can attest to your relevant qualifications.

Name (please print)

Phone

Name (please print)

Phone

CONFLICT OF INTEREST/CONFIDENTIALITY AGREEMENT

This Agreement dated the ____ day of _____, 20____

BETWEEN: EXCELLENCE CANADA, (hereinafter referred to as "EC").

AND: _____ **(Name)**

a member of the Excellence Canada Verification Team
(hereinafter referred to as the "Team Member")

AS the Team Member may be selected to act as a member of the Verification Team to assess and visit assigned applicants for the *Canada Awards for Excellence (CAE)* and provide the Adjudication Committee with feedback information on the organization visited.

AND AS in the course of performing its duties, the Team Member may become privy to information regarding the entries that Excellence Canada considers confidential and wishes to keep confidential;

NOW, THEREFORE, the Team Member agrees with the EC as follows:

1. In this Agreement, Conflict of Interest means that a Team Member shall declare and withdraw from any participation in the evaluation of any site visit if the applicant is:
 - a) a member of any division, or business unit of the Team Member's employer;
 - b) a primary competitor of any division, or business unit of the Team Member's employer;
 - c) a primary customer or a primary supplier of the Team Member's employer;
 - d) a client with whom the Team Member, or the Team Member's employer, has a consulting arrangement in effect; or
 - e) for any other reason which might be perceived as a conflict of interest.

2. In this Agreement, Confidential Information means any information, in any form whatsoever, which relates to the organization being visited, the deliberations of the Committee and Committee's decisions. The Team Member agrees therefore that he/she shall not:
 - a) disclose or permit the disclosure of Confidential Information to a third person; or
 - b) make use of Confidential Information for his/her own purposes;
 - c) make or retain copies of any organization submissions, or any reports or summaries associated with submission, including those reports, summaries and work sheets prepared by the Team Members themselves;
 - e) communicate with applicants for additional information, documentation, or clarification, except during assigned site visits

3. The Team Members' obligations pursuant to this Agreement shall remain in effect beyond the Team Members' participation on the Verification Team of the *Canada Awards for Excellence*.

4. **Applicable Law**
This Agreement shall be governed and construed in accordance with the laws of the Province of Ontario and the laws of Canada applicable therein.

IN WITNESS WHEREOF, the Team Member has executed this Agreement as of the date first written above.

Full Name of Verifier