
Name _____

Address _____

Email Address _____

Contact Phone Number _____

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 in order to effectively and consistently assess candidates for the Vice Chair position.

Instructions:

To create a short list of candidates for further assessment, applications are assessed on content, presentation and completeness, and as such, it is important to clearly convey the information required. Here are a few suggestions:

1. Assume the selection panel has no prior knowledge of your qualifications/background.
2. Provide the most current job-related information wherever possible.
3. Provide clear and specific information such as dates and duration of education, training, and work experience.
4. Check your application responses for completeness and ensure your responses address the questions posed. It is important not to refer or defer to your résumé, websites or other materials.
5. Be concise and limit application to a total of five pages. Short form and bullets are acceptable and preferred.
6. Provide the name(s) and phone number(s) of reference(s) who can be contacted to validate your application responses. Current or previous employers, colleagues or clients are all considered appropriate references at this stage.

Acknowledgement and Certification:

By submitting this application:

- I understand and accept the appointment eligibility and conditions described in the Vice Chair Profile and Job Description.
- I certify that the information provided in this application and résumé 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that if any information in my application is found to be untrue, my application may be rejected or my appointment rescinded.

Submit your completed application form and current résumé to: WCATRecruit@wcat.bc.ca by **Friday, March 5, 2021**. If you have any difficulties, please contact Corinna Laemmerzahl at (604) 664-7809 or WCATRecruit@wcat.bc.ca.

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).

2. Work Experience

Outline your relevant work experience and specifically how you have obtained a minimum of two years' current 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.

Include 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. Provide the name(s) and phone number(s) of reference(s).

3. Administrative Law Knowledge

The Vice Chair adjudicates appeals as a single adjudicator or a member of a panel. As such, the position requires current knowledge of administrative law and experience in the application of the principles of procedural fairness in matters that may be procedurally and substantively complicated. The position also requires experience in weighing evidence in the context of an administrative tribunal.

Describe how your previous work experience has provided you with the administrative law knowledge necessary to be a successful Vice Chair. Include the range and complexity of administrative law issues you have encountered in your work. Provide the name(s) and phone number(s) of reference(s).

4. Analytical/Organizational Skills

The Vice Chair requires highly developed analytical and caseload management skills in order to:

- Read, consider, and weigh volumes of technical and medical information;
- Interpret and apply law and policy to complex issues;
- Make sound determinations and issue well-written decisions within time limits; and,
- Manage a schedule of oral hearings and an average caseload of 35 appeals on an ongoing basis that are at varying stages of adjudication.

Describe how your previous work experience has prepared you to successfully manage the analytical and organizational challenges of a Vice Chair. Include descriptions of the analytical complexity, typical caseload and time constraints or pressures. Provide the name(s) and phone number(s) of reference(s).

Thank you for your interest in the Vice Chair position with WCAT.