

EMAIL REFERENCE LINE: POSITION TITLE RECRUITMENT PROCESS NEXT STEPS

Dear XXXX,

Thank you for applying for the position of (position title).

As mentioned, when we spoke, you are being considered as a candidate for the role based on the information available to us to date.

Loyalist College is engaging in Indigenous citizenship reviews for candidates where Indigenous citizenship/membership is a requirement prior to the scheduling of an interview. This is being done in order to confirm that the requirement for the role is met and following consultation and research within the Indigenous community.

The next step in the recruitment process is for the College to collect the information required to verify your Indigenous identity in accordance with the *HR 121 Hiring for Indigenous Designated Positions Policy*. As part of this confirmation process, we ask that you provide information to confirm your Indigenous identity and citizenship. This documentation may include, as per *HR 121 Hiring for Indigenous Designated Positions Procedure*:

- Certificate of Indian Status” issued by Indian and Northern Affairs Canada that is current and not expired;
- Certified copy of a Métis Nation Citizenship card from one of the four provincial affiliates (Métis Nation of Ontario including "complete citizenship" confirmation letter from the MNO Registrar, Métis Nation Saskatchewan, Métis Nation of Alberta, Métis Nation British Columbia) of the Métis National Council; or a valid membership card from one of the Metis Settlements of Alberta, the Northwest Territory Métis Nation, or the Manitoba Métis Federation;
- Certified copy of a Nunavut Trust Certificate card or Inuit Enrollment card associated with one of the Land Claim Agreements in the claim regions of Nunavut, Nunatsiavut, Nunavik, and Inuvialuit;
- Citizenship identification issued by a First Nation that has a modern Treaty and/or self-government agreement;
- Membership card or other documentation indicating that the person is a Non-Status First Nation person who is a member of an Indigenous organization negotiating a treaty or other agreement with the federal and/or provincial governments; or
- American Indian, Alaskan Native, or Native Hawaiian citizenship document from tribes that are state or federally recognized or recognized by the National Congress of American Indians.

Recognizing that identity and Indigenous citizenship is a complex issue and that in some cases demonstrating citizenship can be challenging, the College will be flexible in reviewing citizenship on a case-by-case basis. If the documentation requested above cannot be provided, you must submit a statement about your existing lived experiences and ongoing relationship to a legally recognized and rights bearing Indigenous community, Nation, or People. This includes an ancestral connection to a specific First Nation, Inuit, or Métis community and a current day connection to the nation that extends no further than a grandmother or grandfather.

Additionally, you will also be required to provide a letter of verification issued by a recognized First Nation, Inuit, or Métis community claimed by the candidate.

The information will be reviewed under the oversight of the Indigenous Citizenship Review Committee; all materials provided will be kept confidential to these parties.

Please forward the information requested above directly to Christine Jeffries, Manager of Talent Acquisition and Development at cjeffries@loyalistcollege.com noting in the reference line CONFIDENTIAL: YOUR NAME, POSITION APPLIED FOR.

Once the Indigenous citizenship confirmation process is complete an email will be sent to you by the Talent Acquisition Specialist or designate to confirm completion of the Indigenous Citizenship Confirmation process and scheduling of your interview.

Please do not hesitate to reach out to me or Christine Jeffries, Manager of Talent Acquisition and Development at cjeffries@loyalistcollege.com should you have any questions or concerns regarding any of the above.

Thank you for your interest in Loyalist – we look forward to meeting with you.

Regards,

(Hiring Manager)