



## Confirmation by Conference Regarding Suitability of Applicant for Admission

*To be used by Conference following the initial interview of an Applicant for Admission*

Name of Applicant \_\_\_\_\_ Conference \_\_\_\_\_

### Part 1: Conference Interview/Assessment Board Action

This is to certify that on \_\_\_\_\_ the Conference Interview/  
 Month/Day/Year

Assessment Board conducted an initial interview of the above applicant, and does hereby

- recommend* her/him as a suitable applicant for admission
- not recommend* her/him as a suitable applicant for admission
- recommend* her/him as suitable for appointment
- not recommend* her/him as a suitable for appointment

Signed \_\_\_\_\_ Date \_\_\_\_\_  
 Chair of Conference Interview/Assessment Board Month/Day/Year

### Part 2: Conference Executive Action

Conference Executive of the Conference named above, having considered the recommendation and  
 report of the Conference Interview/Assessment Board on \_\_\_\_\_ does hereby  
 Month/Day/Year

- confirm* suitability as an applicant for admission
- not confirm* suitability as an applicant for admission
- confirm* as suitable for appointment
- not confirm* as suitable for appointment

Signed \_\_\_\_\_ Date \_\_\_\_\_  
 Conference Executive Secretary Month/Day/Year

#### Instructions to Conference Interview/Assessment Board following Part 1:

- Attach a *confidential* report outlining the board's findings and reasons for its recommendations.
- Send original with attachments to Conference Executive
- Retain a copy of form and attachments for files

#### Instructions to Conference Executive following Part 2:

- Send original signed form and attachments to **Admissions, Ministry and Employment Unit**  
**The United Church of Canada**  
**3250 Bloor St. West, Suite 300**  
**Toronto, ON M8X 2Y4**
- Send a copy of form and attachments to Conference personnel minister
- Send a copy of form and attachments to applicant
- Retain a copy of form and attachments for files