

HIRING? A HUMAN RIGHTS GUIDE

**ONTARIO
HUMAN RIGHTS
COMMISSION**

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1. INTRODUCTION

The Ontario *Human Rights Code* (the "*Code*") states that it is public policy in Ontario to recognize the inherent dignity and worth of every person and to provide for equal rights and opportunities without discrimination. The provisions of the *Code* are aimed at creating a climate of understanding and mutual respect so that each person feels a part of the community and feels able to contribute to the community.

Human rights law is based on the principle that employment decisions should be based on the applicant's ability to do the job rather than on factors that are unrelated to job requirements, qualifications or performance. Consequently, employers are advised to ask only those questions on application forms that relate to job requirements and qualifications, and not ask questions that may contravene the *Code*.

These guidelines and the sample application form included (Appendix B) illustrate the types of questions that are appropriate on employment application forms and at personal employment interviews. The sample application form is not legally required. Its purpose is to provide suggestions and guidance to employers in designing their own employment application forms and in conducting interviews that respect human rights laws.

2. FREEDOM FROM DISCRIMINATION IN EMPLOYMENT

Subsection 5 (1) under Part I of the *Code* prohibits discrimination in employment on the grounds of:

race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, age, record of offences, marital status, family status and handicap.

The right to "equal treatment with respect to employment" includes, but is not limited to the employment application and recruitment process.

"Employment" is not defined in the *Code* but the Commission takes a broad and liberal approach to this term. It includes full-time and part-time employment, contract work, temporary staff from agencies, probationary periods and may even include volunteer work.

Subsection 11 (1) of the *Code* also establishes that the right of a person under Part I is infringed where a requirement, qualification or factor exists that is not a prohibited ground of discrimination, but that results in the exclusion or restriction of a group of persons who are identified by a prohibited ground of discrimination, unless the requirement or factor is reasonable and genuine in the circumstances, subject to undue hardship on the employer.

Subsection 23 (2) of the *Code* prohibits the use of an employment application form or a written or

oral inquiry that directly or indirectly classifies an applicant on the basis of a prohibited ground of discrimination.

Subsection 23(4) of the *Code* establishes that an employer cannot use an employment agency to hire people based on preferences related to race, sex, handicap or other grounds of the *Code*. Employment agencies cannot screen applicants based on discriminatory grounds and are not allowed to keep a record of client “preferences” of this kind.

There are also important exceptions to these basic prohibitions which are applied in particular circumstances and on certain grounds:

- Section 14 of the *Code* allows employers to implement special programs designed to relieve hardship or economic disadvantage, to assist disadvantaged persons or groups to achieve equal opportunity, or to contribute to the elimination of discrimination.
- Section 16 of the *Code* provides for exceptions to be made with respect to Canadian citizenship in certain employment situations.
- Section 24 of the *Code* allows for persons to be dealt with differently within a particular employment situation because of their age, sex, marital status, *etc.*, if the distinction being made is reasonable and genuine.

For further information on these exceptions, please see “Section 7: Exceptions”.

3. ADVERTISING

Job advertisements should not contain questions that ask directly or indirectly about race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, record of offences, age, marital status, family status or handicap.

Some qualifications may not mention a ground of the *Code* directly, but may unfairly prevent or discourage people from applying for a job. Advertisements for jobs that require “Canadian experience” or that indicate a preference for childless applicants are examples of “qualifications” that may be discriminatory barriers.

Requirements or duties for employment should be reasonable, genuine and directly related to the performance of the job. For example, it is reasonable, genuine and job-related to require a receptionist to speak clear, intelligible English, but it is not acceptable to require “unaccented English”. Or, if it is essential that the person must drive for the job, the advertisement may state that a valid driver’s license (with the required class) is required.

4. APPLICATION FORMS

It is not appropriate to include on application forms any questions that relate directly or indirectly to the following prohibited grounds of discrimination:

race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual

orientation, record of offenses, age, marital status, family status or handicap¹.

Employment-related medical examinations or inquiries, that are part of the applicant screening process, are also not permitted (see the Commission's *Policy on Employment-Related Medical Information*).

RACE / COLOUR

Permissible Questions

None.

Prohibited Questions

Questions about or relating to physical characteristics such as colour of eyes, hair, skin, height, weight, or requests for photographs.

Questions about mother tongue, where language skills were obtained and whether one speaks English or French fluently, unless fluency in English or French is a reasonable and genuine requirement for the position.

CREED

Permissible Questions

None.

Prohibited Questions

Questions about or relating to religious affiliation/membership, religious institutions attended, frequency of attendance, religious holidays, customs observed, willingness to work on a specific day which may conflict with requirements of a particular faith (e.g., Saturday or Sunday Sabbath days).

Requests for character references that would indicate religious affiliation.

¹ (The terms "disability" and "person with a disability" are used throughout this document instead of "handicap" or "handicapped person". Although the term "handicap" is used in the *Code*, many people with disabilities prefer the term "disability").

CITIZENSHIP / PLACE OF ORIGIN / ETHNIC ORIGIN

Permissible Questions

Are you legally entitled to work in Canada?

Prohibited Questions

Questions about or relating to birth-place, nationality of ancestors, spouse and other relatives, Canadian citizenship, landed immigrant status, permanent residency, naturalization, requests for proof of Canadian citizenship or Social Insurance Number (A S.I.N. may contain information about an applicant's place of origin or citizenship status. A S.I.N. may be requested following a conditional offer of employment).

Questions about or relating to "Canadian" experience for a particular job.

Questions about or relating to membership in organizations which are identified by a prohibited ground of discrimination, such as an Anglo-Canadian organization.

Questions about the name and location of schools attended.

SEX

Permissible Questions

None.

Prohibited Questions

Categories on application forms or inquiries such as surname or last name before marriage (maiden or birth name); Mr., Mrs., Miss, Ms; relationship with person to be notified in case of emergency or insurance beneficiary.

SEXUAL ORIENTATION

Permissible Questions

None.

Prohibited Questions

Any questions regarding the applicant's sexual orientation.

Categories on application forms or inquiries such as married, divorced, common-law relationship, single, separated; information about spouse and their employment (*e.g.*, is spouse willing to transfer?); relationship with person to be notified in case of emergency or insurance beneficiary are prohibited.

MARITAL STATUS

Permissible Questions

None.

Prohibited Questions

Categories on application forms such as married, divorced, common-law relationship, single, separated; last name or surname before marriage (maiden or birth name; Mr., Mrs., Miss, Ms; information about spouse and their employment (e.g., is spouse willing to transfer?); second income; relationship with person to be notified in case of emergency or insurance beneficiary.

FAMILY STATUS

Permissible Questions

None.

Prohibited Questions

Categories on application forms such as married, divorced, common-law relationship, single, separated; maiden or birth name; Mr., Mrs., Miss, Ms; children or dependants; child care arrangements; information about spouse and their employment (e.g., is spouse willing to transfer?); second income; relationship with person to be notified in case of emergency or insurance beneficiary.

RECORD OF OFFENCES

Permissible Questions

An employer may ask whether an applicant has been convicted of a criminal offence for which a pardon has not been granted. If being bondable is a reasonable and genuine requirement of the job, an employer may ask if the applicant is eligible.

Prohibited Questions

Questions about or relating to whether an applicant has ever been arrested; convicted of any offence (this question invites information on pardoned offences); has ever spent time in jail; has ever been convicted under a provincial statute (e.g., *Highway Traffic Act*); has a criminal record, or has been convicted of an offence for which a pardon has been granted.

AGE

Permissible Questions

Are you 18 years of age or older and less than 65 years of age?

Prohibited Questions

Questions about or relating to age, date of birth or requests for birth certificates or baptismal records, or other documents such as driver's licence which indicate age.

HANDICAP / DISABILITY

Permissible Questions

None.

Prohibited Questions

Questions about or relating to health, disabilities, illnesses, mental disorders, physical or intellectual limitations, developmental handicaps or intellectual impairment, medical history, learning disability, injuries or Workplace Safety and Insurance claims, medication, membership in medical or patient associations (e.g., Alcoholics Anonymous).

An employer may not ask for a listing of disabilities, limitations or health problems.

An employer is prohibited from asking an applicant whether they drink or use drugs, whether they have ever received psychiatric care, and if they have ever been hospitalized for emotional problems.

Questions about or relating to whether accommodation of disability-related needs is required, and as to the nature of such accommodation.

Requirements that applicants undergo pre-employment medical examinations.

Indication of eligibility for or possession of a valid driver's licence.

5. EMPLOYMENT INTERVIEWS

At the interview stage of the employment process, the employer may expand the scope of job-related questions if necessary to determine, for example, the applicant's qualifications or his/her ability to perform the essential duties of the job.

Questions about or related to the "Exceptions" outlined below are also permitted at the interview stage. Examples of permissible interview questions follow.

RACE / COLOUR / ANCESTRY / PLACE OF ORIGIN / ETHNIC ORIGIN

Permissible Questions

Questions about or relating to a service organization working with a particular community as to membership in the group served, if such membership can be justified as required to do the particular job.

Prohibited Questions

Questions about or relating to physical characteristics such as colour of eyes, hair, skin, height, weight.

Questions about mother tongue, where language skills were obtained and whether one speaks English or French fluently, unless fluency in English or French is a reasonable and genuine requirement for the position.

Questions about or relating to birth-place, nationality of ancestors, spouse and other relatives, Canadian citizenship, landed immigrant status, permanent residency, naturalization, requests for proof of Canadian citizenship or Social Insurance Number (A S.I.N. may contain information about

an applicant's place of origin or citizenship status. A S.I.N. may be requested following a conditional offer of employment).

Questions about or relating to "Canadian" experience for a particular job.

Questions about or relating to membership in organizations which are identified by a prohibited ground of discrimination, such as an Anglo-Canadian organization.

Questions about the name and location of schools attended.

Questions which do not fall into the "Special Interest Organizations" exemptions set out below.

CREED

Permissible Questions

Questions by a denominational school as to religious membership, if the job involves communicating religious values to students.

Prohibited Questions

All questions which do not fall into the "Special Interest Organizations" exceptions set out below.

CITIZENSHIP

Permissible Questions

Questions about or relating to citizenship, if required by law for a particular job.

Questions about or relating to citizenship or permanent resident status, where cultural, educational, trade union or athletic activities can be restricted to Canadian citizens and permanent residents.

Questions about or relating to citizenship or place of residence with intention to obtain citizenship, when an organization requires that a senior executive position be held by a Canadian citizen or a person living in Canada with the intention to obtain citizenship.

Prohibited Questions

Questions about or relating to the applicant's citizenship that do not fall within the exceptions outlined in the *Code*.

SEX

Permissible Questions

Questions about or relating to gender, if it is a reasonable and genuine requirement for a particular job, such as employment in a shelter for battered women.

Prohibited Questions

All other questions concerning the applicant's sex, including questions regarding pregnancy or child-bearing plans.

SEXUAL ORIENTATION

Permissible Questions

None.

Prohibited Questions

All questions about or relating to sexual orientation.

RECORD OF OFFENSES

Permissible Questions

Questions to determine whether the applicant has been convicted of a criminal offence for which a pardon has not been granted. Questions to determine if an applicant is bondable, if being bondable is a reasonable and genuine qualification of the job.

Questions to determine if an applicant has a record of convictions under the *Highway Traffic Act*, if driving is an essential job duty (e.g. bus driver).

Prohibited Questions

All other questions except those with respect to unpardoned *Criminal Code* convictions.

HANDICAP / DISABILITY

Employers are obligated to offer candidates with disabilities an accommodation of their needs if required for any part of the interview or test screening process.

If the applicant's disability becomes an issue at the interview, e.g. where the applicant chooses to talk about his/her disability, an employer may make inquiries about the applicant's accommodation needs. Inquiries should be limited to the applicant's ability to perform the essential duties of the job. Questions should not be unnecessary, such as "How did you end up in a wheelchair?" or "Have you been blind all your life?". They should be asked with the aim of ascertaining the applicant's ability to perform essential duties.

Any questions beyond this scope should be made with great caution and care as it may lead to a complaint on the ground of disability should the applicant not be successful. Additionally, if an employer fails to canvass possible accommodation measures where disability has become an issue at an interview, this also could potentially lead to a complaint on the ground of disability should the applicant not be successful.

Any other disability issues should not be raised until a conditional offer of employment is made.

These protections also apply to other accommodation needs covered by the *Code*, such as pregnancy and religious needs, although the requirement to accommodate a disability is based on the needs of the individual, whereas other grounds are protected on the basis of needs of the group.

Permissible Questions

Questions directly related to the applicant's ability to perform the essential duties of the job.

Prohibited Questions

All other questions concerning the applicant's disability.

AGE

Permissible Questions

Questions about or relating to age if the employer serves a particular age group and/or if age requirements are reasonable and genuine to qualify for employment.

Prohibited Questions

All other questions about age.

MARITAL STATUS

Permissible Questions

Questions about or relating to marital status if the employer serves a particular group identified by marital status (e.g. single woman) and/or if marital status is a reasonable and genuine requirement for employment.

Prohibited Questions

All other questions as to marital status.

FAMILY STATUS

Permissible Questions

Questions about or relating to family status if family status is a reasonable and genuine requirement for employment. Please see further *Nepotism or Anti-Nepotism Policies* in "Section 7: Exceptions".

Prohibited Questions

All other questions as to family status.

6. DRIVER'S LICENCE

A request for a driver's licence number or a copy of the licence on an application form or during an employment interview is not appropriate for two reasons:

- a) it may screen out applicants with disabilities without consideration of whether the individual may be accommodated, and
- b) it allows using a licence to determine age.

If operating a vehicle is an essential job duty (e.g., truck, bus or taxi driver or chauffeur), and if individual accommodation is not possible the requirement for a valid driver's licence may be referred to in an advertisement and discussed at an interview.

A request for a driver's licence number or a copy of the licence should only be made following a conditional offer of employment.

7. EXCEPTIONS

The *Code* sets out a number of special exceptions to the rule prohibiting discrimination in employment. The exceptions are made primarily on the basis of equity considerations, such as the need to allow programs to serve the needs of particular communities, or on the basis of other special circumstances.

For assistance in determining whether an exception applies, contact the Ontario Human Rights Commission at 1-800-387-9080. You may also wish to obtain a copy of the Commission's *Exceptions to the Equality Rights Provisions of the Ontario Human Rights Code, as they Relate to in the Workplace*, and *Guidelines on Special Programs*.

Included above under "Permissible Questions" are examples of questions based on the exceptions which may be asked at the interview stage.

For greater clarity, the exceptions are outlined in detail below:

Special Programs (*Code*, Section 14)

Employers may implement special programs designed to relieve hardship or economic disadvantage or to assist disadvantaged groups to achieve equal opportunity. Inquiries as to membership in a group experiencing hardship or disadvantage would be permissible.

Canadian Citizenship (*Code*, Section 16 (2) and (3))

In some instances, where the employment concerns participation in cultural, educational, trade union or athletic activities, Canadian citizenship or lawful admission to Canada for permanent residence may be a reasonable and genuine requirement, qualification or consideration.

The *Code* also allows organizations to require that CEOs and other senior executives meet residence requirements (e.g. Canadian citizenship or place of residence in Canada with the intention to obtain Canadian citizenship).

Special Interest Organizations (*Code*, Section 24 (1)(a))

A religious, philanthropic, education, fraternal or social institution or organization that is primarily engaged in serving the interests of persons identified by race, ancestry, place of origin, colour, ethnic origin, creed, sex, age, marital status or handicap, is allowed to give preference in employment to persons similarly identified, if the qualification is a reasonable and genuine one because of the nature of the employment. Inquiries about such affiliation may be made at the employment interview stage.

Special Employment (*Code*, Section 24 (1)(b))

In some instances, because of the nature of the employment, age, sex, record of offences or marital status may be a reasonable and genuine qualification for the particular job. In such instances, inquiries with regard to the particular qualification may be made at the employment interview stage.

Private Medical/Personal Attendants (*Code*, Section 24 (1)(c))

A person may refuse to employ a medical or personal attendant for him/herself or a family member on a prohibited ground of discrimination. Inquiries as to a prohibited ground of discrimination would be permitted in this situation.

Nepotism or Anti-Nepotism Policies (*Code*, Section 24)(1)(d))

An employer may grant or withhold employment or advancement in employment to a person who is a spouse, child or parent of the employer or an employee. Inquiries which would solicit information as to whether an applicant for employment is a spouse, child or parent of a current employee would be permissible.

8. INFORMATION AFTER A CONDITIONAL OFFER OF EMPLOYMENT

In order to avoid a misapprehension of discrimination, it is appropriate in some circumstances to defer asking for particular information until after making an offer of employment (preferably written) conditional on a satisfactory response.

This is because the information or documentation may include particulars in relation to a

prohibited ground of discrimination.

For example:

- a driver's licence will contain information on date of birth
- a work authorization issued by Immigration Canada will contain information regarding date of arrival in Canada
- a Social Insurance Number card (S.I.N.) may contain information regarding date of arrival in Canada

Requests for such information may be made after making an offer of employment where it is reasonably and genuinely related to the job.

Requests for medical examinations or health information necessary for pension, disability, superannuation, life insurance and benefit plans should also be made after a conditional offer (preferably written) of employment is made.

APPENDIX A

RELEVANT PROVISIONS OF THE ONTARIO *HUMAN RIGHTS CODE*

DIRECT DISCRIMINATION

5 (1) Every person has a right to equal treatment with respect to employment without discrimination because of race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, age, record of offenses, marital status, family status or handicap.

23 (1) The right under section 5 to equal treatment with respect to employment is infringed where an invitation to apply for employment or an advertisement in connection with employment is published or displayed that directly or indirectly classifies or indicates qualifications by a prohibited ground of discrimination.

(2) The right under section 5 to equal treatment with respect to employment is infringed where a form of application for employment is used or a written or oral inquiry is made of an applicant that directly or indirectly classifies or indicates qualifications by a prohibited ground of discrimination.

(4) The right under section 5 to equal treatment with respect to employment is infringed where an employment agency discriminates against a person because of a prohibited ground of discrimination in receiving, classifying, disposing of or otherwise acting upon applications for its services or in referring an applicant or applicants to an employer or agent of an employer.

CONSTRUCTIVE DISCRIMINATION

11 (1) A right of a person under Part I is infringed where a requirement, qualification or factor exists that is not discrimination on a prohibited ground but that results in the exclusion, restriction or preference of a group of persons who are identified by a prohibited ground of discrimination and of whom the person is a member, except where,

(a) the requirement, qualification or factor is reasonable and *bona fide* in the circumstances; or

(b) it is declared in this Act, other than in section 17, that to discriminate because of such ground is not an infringement of a right.

(2) The Commission, the board of inquiry or a court shall not find that a requirement, qualification or factor is reasonable and *bona fide* in the circumstances unless it is satisfied that the needs of the group of which the person is a member cannot be accommodated without undue hardship on the person responsible for accommodating those needs, considering the cost, outside sources of funding, if any, and health and safety requirements, if any.

EXCEPTIONS

14 (1) A right under Part I is not infringed by the implementation of a special program designed to relieve hardship or economic disadvantage or to assist disadvantaged persons or groups to achieve or attempt to achieve equal opportunity or that is likely to contribute to the

elimination of the infringement of rights under Part I.

16 (1) A right under Part I to non-discrimination because of citizenship is not infringed where Canadian citizenship is a requirement, qualification or consideration imposed or authorized by law.

(2) A right under Part I to non-discrimination because of citizenship is not infringed where Canadian citizenship or lawful admission to Canada for permanent residence is a requirement, qualification or consideration adopted for the purpose of fostering and developing participation in cultural, educational, trade union or athletic activities by Canadian citizens or persons lawfully admitted to Canada for permanent residence.

(3) A right under Part I to non-discrimination because of citizenship is not infringed where Canadian citizenship or domicile in Canada with the intention to obtain Canadian citizenship is a requirement, qualification or consideration adopted by an organization or enterprise for the holder of chief or senior executive positions.

24 (1) The right under section 5 to equal treatment with respect to employment is not infringed where,

(a) a religious, philanthropic, educational, fraternal or social institution or organization that is primarily engaged in serving the interests of persons identified by their race, ancestry, place of origin, colour, ethnic origin, creed, sex, age, marital status or handicap employs only, or gives preference in employment to, persons similarly identified if the qualification is a reasonable and *bona fide* qualification because of the nature of the employment;

(b) the discrimination in employment is for reasons of age, sex, record of offenses or marital status if the age, sex, record of offenses or marital status of the applicant is a reasonable and *bona fide* qualification because of the nature of the employment;

(c) an individual person refuses to employ another for reasons of any prohibited ground of discrimination in section 5, where the primary duty of the employment is attending to the medical or personal needs of the person or of an ill child or an aged, infirm or ill spouse or other relative of the person; or

(d) an employer grants or withholds employment or advancement in employment to a person who is the spouse, child or parent of the employer or an employee.

(2) The Commission, the board of inquiry or a court shall not find that a qualification under clause (1) (b) is reasonable and *bona fide* unless it is satisfied that the circumstances of the person cannot be accommodated without undue hardship on the person responsible for accommodating those circumstances considering the cost, outside sources of funding, if any, and health and safety requirements, if any.

If a Human Rights Complaint is Made Against You

1. If the Commission receives a complaint against you, Commission staff will contact you to discuss the matter.
2. Commission staff will explain how the *Code* applies to the situation and how the complaint procedure works. Commission staff will work with you and the person making the complaint to try and resolve the concerns. The Commission also offers mediation services.
3. If the concerns cannot be resolved and mediation is not successful, the complaint may

proceed to the investigation stage.

4. You can ask the Commission not to deal with the complaint under section 34 of the *Code* if:
 - a) another Ontario law would be better suited to deal with the situation, such as the *Labour Relations Act*;
 - b) you believe that the person making the complaint has no reasonable basis to support a claim of discrimination, or that the complaint is in bad faith, or that a remedy has already been obtained by the complainant somewhere else;
 - c) the matter is outside the Commission's legal authority;
 - d) the person making the complaint waited longer than 6 months from the last incident of discrimination to file a complaint.
- 5) The Commission is neutral and does not take sides in the complaint. Commission staff will assist you with questions about the complaint procedure. However, if you require legal representation or advice, please contact a lawyer.

If You Have a Human Rights Complaint

1. If you have a human rights complaint, you may contact the general inquiries line at 1-800-387-9080 or in Toronto at (416) 326-9511 from Monday to Friday during office hours. A Commission staff person will tell you if your concerns are covered by the *Ontario Human Rights Code* (the "*Code*").
2. Commission staff will explain how the *Code* applies to your situation and how the complaint procedure works. Commission staff will work with you and the other party to resolve the concerns. The Commission also offers mediation services.
3. If you want the Commission to address your concerns, you should file a complaint within 6 months from the last incident of discrimination. This time limit is set out in section 34 of the *Code*.
4. "Filing a complaint" means that you have requested the Commission's complaint form and provided all requested details. You must have signed, dated and returned the form to the Commission.
5. When you file a complaint, Commission staff will work with you and the person/company you have filed against, to try and resolve the complaint through mediation.
6. The Commission may consider not to deal with a complaint under section 34 if:
 - a) another Ontario law would be better suited to deal with the situation, such as the *Labour Relations Act*;
 - b) you have no reasonable basis to support a claim of discrimination, or that you have made the complaint in bad faith, or that you have already obtained a remedy somewhere else;
 - c) the matter is outside the Commission's legal authority;
 - d) you have waited longer than 6 months from the last incident of discrimination to file a complaint.
7. The Commission is neutral and does not take sides in the complaint. Commission staff will assist you with questions about the complaint procedure. However, if you require legal advice, please contact a lawyer.

APPENDIX "B"
SAMPLE APPLICATION FOR EMPLOYMENT

Position being applied for

Date available to begin work

PERSONAL DATA

Last name

Given name(s)

Address Street

Apt. No.

Home Telephone Number

City

Province

Postal Code

Telephone Number (Business / Home)

Are you legally eligible to work in Canada?

Yes

No

Are you 18 years or more and less than 65 years of age?

Yes

No

Are you willing to
relocate in Ontario?

Yes No

Preferred
Location

To determine your qualification for employment, please provide below and on the reverse, information related to your academic and other achievements including volunteer work, as well as employment history. Additional information may be attached on a separate sheet.

EDUCATION

SECONDARY SCHOOL

BUSINESS OR TRADE SCHOOL

Highest grade or
level completed

Name of program

Length of program

Diploma, certificate or license awarded?

Yes No Honours

Type:

COMMUNITY COLLEGE

UNIVERSITY

Major subject

Name of Program

Length of Program

Degree, diploma or certificate awarded?

Yes No Honours

Type:

Other courses, workshops, seminars

Licenses, Certificates, Degrees

WORK RELATED SKILLS

Describe any of your work related skills, experience, or training that relate to the position being applied for.

EMPLOYMENT

Name of present /
last employer

Job title

Period of employment (includes leaves of absence related to maternity / parental leave, Workers' Compensation claims, handicap/disability, or human rights complaints)

From

To

Salary

Type of Business

Reason for leaving (do not include leaves of absence related to maternity / parental leave, Workers' Compensation claims, handicap/disability, or human rights complaints)

Functions/Responsibilities

Name of
previous employer

Job title

Period of employment (includes leaves of absence related to maternity / parental leave, Workplace Safety & Insurance claims, disability, or human rights complaints)

From

To

Salary

Type of Business

Reason for leaving (do not include reasons related to maternity / parental leave, Workplace Safety & Insurance claims, disability, or human rights complaints)

Functions/Responsibilities

For employment references we may approach:

Your present/last employer?

 Yes No

Your former employer(s)?

 Yes No

List references if different than above on a separate sheet.

PERSONAL INTERESTS AND ACTIVITIES (civic, athletic etc.)

I hereby declare that the foregoing information is true and complete to my knowledge. I understand that a false statement may disqualify me from employment, or cause my dismissal.

Have you attached an additional sheet?

 Yes No

Signature

Date