

Some application forms ask for information that could reveal the applicant's Canadian experience or other grounds of discrimination prohibited under the Code. These items have been highlighted and explained in the following job application form for a retail clerk:

Job Application Form

GENERAL INFORMATION

Family name:

Given name:

Initials:

Mailing address:

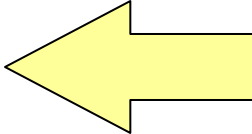
Email:

Phone number:

CITIZENSHIP

Please check one of the following boxes to indicate why you are entitled to work in Canada. Documentary evidence will be required if a job offer is made.

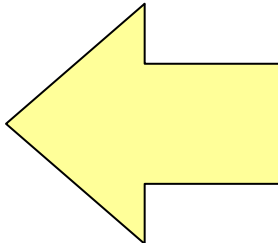
- Canadian Citizenship
- Permanent resident status
- Work permit – Expiry Date:



Employers can ask “Are you legally entitled to work in Canada?” on an application form. No other questions about citizenship, permanent residency, etc. are permitted.

LANGUAGE

Please list the languages you speak:



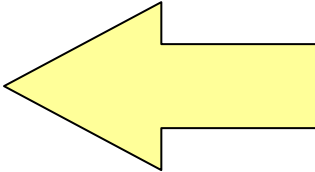
Asking for a list of languages spoken could reveal place or origin, ancestry, race or ethnic origin. Fluency in a certain language could be a *bona fide* requirement in some employment or service situations. In these cases, the requirement for the position must focus on the language needed to function in the job.

EDUCATION

Name of institution:

Location:

Number of years completed:



At this stage, limit information about a person's education to information about the degree or level of education, professional credentials, etc. Asking applicants to provide the names of schools or copies of diplomas and professional credentials may indicate place of origin.

WORK EXPERIENCE

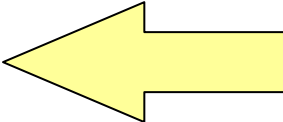
Name of current or most recent employer:

From: To:

City:

Province, territory or country:

Job title and description of duties:



The location of previous employers can also indicate place of origin, and is usually not needed at this stage.