



# SELF-IDENTIFICATION QUESTIONNAIRE CONFIDENTIAL

**ALL APPLICANTS ARE REQUIRED TO COMPLETE SECTIONS 1 - 2 AND ARE ENCOURAGED  
TO COMPLETE SECTIONS 3 - 6.**

The City of Ottawa is committed to establishing a diverse workforce that is reflective of our community and to creating a workplace that provides fair and equal opportunities for everyone in accordance with the City’s Equity and Diversity Policy.

To do so, we need to collect information from applicants. The following questions support this initiative

The Self-identification Questions are voluntary. The information you provide is confidential and will be accessible only to Human Rights and Employment Equity staff and used only for statistical reports, not to identify individuals. You have the right to review and correct information relating to you at any time.

Please note that it is possible to self-identify in more than one of the groups identified below.

## MANDATORY

### Section 1 - IDENTIFICATION

\_\_\_\_\_  
Surname (Please print)

\_\_\_\_\_  
Given Name(s)

Today’s Date: \_\_\_\_/\_\_\_\_/\_\_\_\_  
(YY/MM/DD)

### Section 2 – GENDER

MALE

FEMALE

## VOLUNTARY

### Section 3 – ABORIGINAL PEOPLES OF CANADA

For the purposes of employment equity, “aboriginal peoples” are persons who are Indian, Inuit or Métis.

Based on this definition, are you an aboriginal person?

YES

NO

### Section 4 – PERSONS WITH DISABILITIES

For the purposes of employment equity, “persons with disabilities” are persons who have a long-term or recurring physical, mental, sensory, psychiatric or learning impairment and who:

- (a) consider themselves to be disadvantaged in employment by reason of that impairment, or
- (b) believe that an employer or potential employer is likely to consider them to be disadvantaged in employment by reason of that impairment, and
- (c) includes persons whose functional limitations owing to their impairment have been accommodated in their current job or workplace.

Based on this definition, are you a person with a disability?

YES

NO

## Section 5 – MEMBERS OF VISIBLE MINORITY GROUPS

If you answered yes in Section 3, please do not answer this question. Go directly to Section 6.

For the purposes of employment equity, “visible minorities” are persons, other than aboriginal peoples, who are non-Caucasian in race or non-white in colour.

Based on this definition, are you a member of a visible minority group?

YES

NO

## Section 6 – ADDITIONAL INFORMATION

The City of Ottawa is committed to providing the same fair and equitable services to all applicants, including other identifiable groups. Therefore we would like to learn more about the make-up of our workforce and would like to ask you to voluntarily answer the question below.

Do you consider yourself gay, lesbian, bi-sexual and/or transgendered?

YES

NO

PLEASE PLACE THE QUESTIONNAIRE IN THE SELF-ADDRESSED ENVELOPE PROVIDED MARKED “CONFIDENTIAL” AND RETURN IT DIRECTLY TO HUMAN RIGHTS AND EMPLOYMENT EQUITY STAFF.

THIS FORM IS ALSO AVAILABLE IN MULTIPLE FORMATS.

THANK YOU FOR YOUR TIME.