

Please read this form carefully. Fields marked with an asterisk* are required. If you have any questions or need assistance to complete this form, please contact at info@canadianpartnerswin.ca.

About Open Door Group and CAN WIN

Open Door Group is a CARF-accredited, not-for-profit organization that has worked collaboratively with funders, service partners, job seekers, and employers, to support inclusive hiring practices and remove barriers to employment since 1976. The CANWIN program operated by Open Door Group helps employers meet workforce needs by connecting job seekers with disabilities to accessible employers across British Columbia, Alberta, Saskatchewan, Manitoba, and Ontario.

Collection and Disclosure Notice

CAN WIN is funded in part by the Government of Canada's Opportunities Fund for Persons with Disabilities (Canada), and as such, your information may be shared with Canada. When your information is provided to Canada, it is administered in accordance with the Privacy Act (R.S.C., 1985, c. P-21) and the Department of Employment and Social Development Canada Act (S.C. 2005, c. 34).

Open Door Group also handles personal information that crosses provincial borders and as such is subject to the *Federal Personal Information Protection & Electronic Documents Act* (PIPEDA), regardless of which province or territory a service is being provided in. The PIPEDA requires that consent be obtained prior to the collection and use of all personal information.

Open Door Group **will not** share your personal information with any other third party, without your prior written consent, except those entities that assist us with delivering the program (e.g. IT third-party providers who help maintain and protect Open Door Group's information systems). These third parties are obligated to protect your information in accordance with our privacy policy.

Open Door Group retains your personal information for a period of seven years, as required by our funder. All records are disposed of or archived in accordance with funder requirements.

Your Rights

You have the right under the *Access to Information Act* (R.S.C., 1985, c. A-1) to obtain access to information collected during your participation. You have the right to withdraw your consent or ask questions about how your information is handled at any time. Please contact us at qualityassurance@opendoorgroup.org or **Toll Free: 1-866-377-3670**. Withdrawing your consent may limit our ability to continue providing you services.

*Candidate Initials

*Date

Collection of Personal Information

Open Door Group collects and uses your personal information for the purpose of processing your referral. This information may include:

Your Name, birthdate, and pronouns.

Your Contact information such as your home address, phone number and email.

Your Canadian Residency Status.

Your resume.

Your acknowledgement of living with a disability.

Your acknowledgement of being convicted of a criminal offence, if required by the job posting.

Your strengths and required adjustments and accommodations as they relate to the position you are applying for.

The name and contact information of the person referring you, if applicable.

Consent and Agreement

By signing below, I hereby consent to the collection, use, and disclosure of personal information as described above and for the following purposes:

1. To process your referral request and contact you for any clarification or follow-up.
2. To communicate with the person referring you (if applicable).
3. To communicate and share this information with the employer(s) you wish to work for. Please fill in the name(s) of the employer(s) you wish to apply for a job with below.

*Employer/Business Names:

This consent is valid for a period of 1 year.

*Print Name

*Signature Date (YYYY-MMM-DD)

*Signature

If signing on behalf of the candidate, specify relationship

Contact Phone Number

Consent Expiry Date: