

ITEM	VALIDITY/LEGAL CONSIDERATIONS	BEST PRACTICE SUGGESTIONS
Contact Information	Photos cannot be required, nor anything indicating marital status or age or any information pertaining to a prohibited ground of discrimination	Avoid collecting information that is more appropriately collected after hiring; collect information once a conditional offer of employment is made
Education, Training, Credentials, Certificates and Licenses	Dates of graduation should not be requested as they could be used to determine age.	Using the <i>National Occupational Standards</i> , identify the key knowledge and ability requirements and then have the applicant identify the training, education and credentials related to that knowledge and ability. A scale can be added to allow the candidate to self-rate the knowledge and/or ability
Work Experience	Information sought can include name of the former employer, period of employment, compensation, name of supervisor, contact telephone number and reason for leaving. Candidates should be asked whether the company can contact their references for the purpose of assessing their application.	Similar approach to above, but in this case the candidate would be asked to identify accomplishments or situations where knowledge and/or ability was demonstrated in previous work experience
Disclaimers regarding: the right to verify information, contacting references, candidate’s eligibility to work in Canada, relatives working for the Company and consequences of providing false information	There are no major legal considerations with respect to these items. Most Human Rights Legislation in Canada does not protect persons who were convicted for careless or impairment under the Criminal Code of Canada and who have not been pardoned for their crime. Although Human Rights Legislation protects persons who have committed a violation under the Highway Traffic Acts or similar provincial laws, an employer may in certain circumstances, nonetheless, refuse to consider an applicant who has a poor driving record, for instance a company can refuse to hire a bus driver who has accumulated too many demerit points.	Include questions related to ability to attend work, ability to work, bonding, work off-hour shifts, travelling in the course of work. For positions where driving is an essential component, a question regarding whether the applicant is licensed to drive and/or the type of vehicle the applicant is licensed to drive would be appropriate.