

Please complete the form and submit to Human Resources, 5th Floor City Hall

A. Are you presently employed on any basis with the City of Brampton? ☐ YES ☐ NO

If YES, please provide details: _____

B. Have you been convicted of a criminal offence for which a pardon has not been granted? ☐ YES ☐ NO

C. Are you legally eligible to work in Canada? ☐ YES ☐ NO

D. The City of Brampton has a Policy and Standard Operating Procedure regarding the employment of employees' relatives. Please indicate below the name of any relatives employed by the City (including Members of Council), their department, and relationship to you.

A Relative is defined as a person who has any of the following relationships with you:

- Spouse
- Parent/Step-Parent
- Child/Step-Child
- Sister/Step or Half Sister
- Brother/Step or Half Brother
- Mother-in-Law/Father-in-Law
- Son-in-Law/Daughter-in-Law
- Brother-in-Law/Sister-in-Law
- Grandparent/Step-Grandparent
- Grandchild/Step-Grandchild
- Aunt/Uncle
- Niece/Nephew
- Cousin
- Guardian
- Any family member or Chosen Family member who lives with the employee on a permanent basis
- Chosen Family includes individuals who may not have any "blood" family or are permanently estranged from them, may have a "chosen" family that fulfills the same role.

☐ I do not have any relatives currently working with the City of Brampton.

If you do have relatives working for the City of Brampton, complete the section below:

Employee Relative Information (presently employed with the City of Brampton)

Full Name	
Position Title	
Department	Division
Location	Relationship

Full Name	
Position Title	
Department	Division
Location	Relationship

* Please attach a separate form to indicate additional relatives *

I hereby certify that the information provided on this form is correct and that any false statements or deliberate omission of a material fact may result in cancellation of my application for employment or dismissal from the Corporation of the City of Brampton.

Candidate Signature

Print Name

Date

If a relationship had been identified, the **Conflict of Interest Evaluation** (on back of this form) must be completed by the appropriate Department Head, HR and CAO **before** an offer of employment is made.

EMPLOYMENT OF EMPLOYEE RELATIVES

*** FOR USE BY DEPARTMENT ONLY ***

While the employment of employee relatives is permissible, it must be done in accordance with the City's *Recruiting and Retaining Top Talent Policy* and *Employment of Employee Relatives SOP* which provides clear direction to ensure that Conflicts of Interest are avoided. A Relative of a City employee may be hired or Move Internally provided that:

- a. The principles as outlined in the *Recruiting and Retaining Top Talent Policy* and associated SOPs *Recruitment Managed by Human Resources SOP*, and/or the *Recruitment Managed by Departments SOP* have been adhered to.
- b. A Conflict of Interest does not exist. Some examples of a real or apparent Conflict of Interest can include:
 - i. An employee participating in the screening and/or selection and/or hiring, advancement or promotion process for a position, where their Relative is an applicant for the position.
 - ii. An employee participating in matters that may influence or impact their Relative on the following matters:
 - Compensation and Benefits (e.g. salary considerations)
 - Hiring process or decisions
 - Promotions and/or advancements
 - Performance evaluation
 - Approval of expenses or overtime
 - Entertainment of a grievance or other complaint
 - Discipline and terminations
 - Allocation of work assignments
 - Having access to confidential information, which may relate to the Family Member

Conflict of Interest exists where an employee is in a position to make or influence a decision that will affect, in a positive or negative way, the personal, financial, or business interests of either the employee or the employee's Relative. A Conflict of Interest will also be deemed to arise for the purposes of the *Recruiting and Retaining Top Talent Policy* and associated SOPs where any action taken by an employee in the course of a Recruitment or Retention process would result in a contravention of the Employee Code of Conduct.

Note: This list describes several situations but is not all encompassing. There may be other situations where a conflict may potentially exist.

- iii. A direct or indirect reporting relationship created by Internal Movement.

- C. The person is not a relative of a member of the Human Resources Division, a Senior Leader, Member of Council or would be required to work in the same department where their relative is a Hiring Manager. This provision is effective as of January 1, 2020 and is not retroactive.

If a relative of an employee has been identified, please complete the section below.

TO BE COMPLETED BY DEPARTMENT HEAD

Conflict of Interest Evaluation

Approval is required for all employment of relatives by Chief Administrative Officer, Department Head and Human Resources **before** an offer of employment is made.

What type of scenario has been identified:

☐ Conflict of Interest

☐ Direct/ Indirect Reporting Relationship created by internal movement

☐ None

Approve for hire: ☐ YES ☐ NO

Department Head Name

Signature

Date

Director, Human Resources Name

Signature

Date

CAO Name

Signature

Date