

## Accommodation Request Form for External Candidates

Commitment to Accessibility and Inclusion in Recruitment

### Instructions to Candidate:

The city of Mississauga is committed to an inclusive recruitment experience where all candidates are treated equitably and respectfully. If you require accommodation at any stage of the hiring process, please complete this **confidential** form. Do not include any medical diagnoses or health-related documentation unless specifically requested.

### Candidate Information

Full Name: \_\_\_\_\_

Email Address: \_\_\_\_\_

Phone Number (optional): \_\_\_\_\_

Position(s) Applied For: \_\_\_\_\_

### Accommodation Request Details

1. Do you require accommodation during any stage of the recruitment process?

- ☐ Yes
- ☐ No

2. Stage(s) where accommodation is requested (check all that apply):

- ☐ Application Submission
- ☐ Pre-screening or Interview
- ☐ Assessment or Testing
- ☐ Job Offer Stage
- ☐ Other (please specify): \_\_\_\_\_

3. Please describe the accommodation you are requesting (no medical details):

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4. Do you require any of the following supports?

- ☐ Assistive technology (please specify): \_\_\_\_\_
- ☐ Communication support (please specify): \_\_\_\_\_
- ☐ Alternate document format (e.g., large print, digital text, etc.): \_\_\_\_\_
- ☐ Other: \_\_\_\_\_

### Additional Information (Optional)

Is there anything else we should know to support your participation in the recruitment process?

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### Confidentiality and Consent

The personal information provided on this form is collected for the purpose of arranging accommodations and will be managed in accordance with privacy legislation. Only those involved in the recruitment process and accommodation planning will have access to this information.

- ☐ I confirm that the above information is accurate, and I consent to being contacted to coordinate accommodations.

Signature (typed name): \_\_\_\_\_

Date: \_\_\_\_\_

### Contact Us

If you have any questions about this form or the accommodation process, please contact: [recruitment.accommodation@mississauga.ca](mailto:recruitment.accommodation@mississauga.ca)