



OD -T #2011-12/ _____

Date Received _____

Public Service Secretariat
Office of Employment Equity for Persons with Disabilities

**OPENING DOORS TEMPORARY
POSITION PROPOSAL FORM**

SUBMITTED BY

NAME	
TITLE	
DEPARTMENT	
DIVISION	
LOCATION	
MAILING ADDRESS	
PHONE NUMBER	
FAX NUMBER	
E-MAIL ADDRESS	
SIGNATURE	

POSITION DESCRIPTION & APPROVAL SIGNATURES ATTACHED

YES

NO

PROPOSED WORK EXPERIENCE

POSITION TITLE	
CLASSIFICATION	
DEPARTMENT	
DIVISION	
LOCATION	
START DATE	
END DATE	
DESIRABLE KNOWLEDGE, ABILITIES AND EDUCATIONAL REQUIREMENTS	
DUTIES AND RESPONSIBILITIES	

PAYROLL INFORMATION

PAYROLL PERSON	
TITLE	
DEPARTMENT	
DIVISION	
MAILING ADDRESS	
TELEPHONE NUMBER	
FAX NUMBER	
E-MAIL ADDRESS	

NOTE: OCIO SHOULD BE CONTACTED TO ADVISE OF EQUIPMENT AND EMAIL REQUIREMENTS

WORK SPACE AND EQUIPMENT REQUIREMENTS

The Office of Employment Equity for Persons with Disabilities has funds available to purchase equipment that will accommodate the disability of the work experience incumbent, e.g., telephone amplifying device. However, it is the responsibility of the employing Department to provide a suitable, accessible work space for the work experience incumbent to work at the above noted location and to provide any equipment, e.g. computer, desk, chair, that is required for the work experience incumbent to perform the duties of the work experience.

ORIENTATION AND TRAINING

The Office of Employment Equity for Persons with Disabilities will cover the cost of any formalized job-related training that may be identified, throughout the course of the work experience, as necessary to enhance the ability of the work experience incumbent to perform the duties of the position, e.g., computer software training, etc. However, the Department is expected to provide the work experience incumbent with appropriate and adequate orientation, training and support.

DEPARTMENTAL APPROVAL AND SIGNATURES

Please sign below to indicate:

Your support for this application for an Opening Doors temporary position in your division/department;

Divisional Director

Date

Director of Human Resources

Date

Deputy Minister/Designate

Date