



## Do you know an employer who is a leader in hiring people with disabilities?

### How do I nominate an employer for this award?

1. Complete all *five* sections of this nomination form with as much detail and examples as possible.
2. In *SECTION 5 - NOMINATION CRITERIA*, you need to provide examples.
3. Eligible employers/nominees are businesses in Surrey-Delta-White Rock.
4. If you have any questions or need help filling out the form contact: **Navjot Basra**  
[nominations@employerawards.ca](mailto:nominations@employerawards.ca) Phone: 778-871-8136

### How do I submit Nomination Forms?

There are 3 ways you can submit your nomination form:

1. Online: <http://employerawards.ca/nominate-online>
2. Mail or Drop off: Community Living British Columbia, 2017 – 7495 132<sup>nd</sup> Street, Surrey BC V3W 1J8
3. FAX: 604.501.8309

**NOMINATION FORMS DUE WEDNESDAY, AUGUST 31, 2016 BY 5:00 PM**

Let's get started!

# NOMINATION FORM

## 1. Inclusive Employer (Business) Nominee: Eligible Nominees must offer PAID employment

Employer Name: (To be used for publicity and award engraving)	
Name of the Nominee:	Nominee's Title/Position:
Employer Address:	City/Postal Code:
Employer Phone:	Employer Email:
Website:	
Check (one) if you know the Employer (Business) is:  <input type="checkbox"/> A family/private owned business <input type="checkbox"/> A branch office (Example: The bank has a new branch in our area. A branch is part of the original organization.)	<input type="checkbox"/> A franchise (Example: McDonald's - Franchising can be individually owned and is the practice of paying a part of the franchise profit to a firm in exchange for the right to use a firm's business model and brand for a prescribed period of time.)  <input type="checkbox"/> Other _____ <input type="checkbox"/> Don't know



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**2. Check the size of the business:**

<input type="checkbox"/> Micro-enterprise: has less than 10 employees	<input type="checkbox"/> Large Business: has 101+ employees -/- Total Number? _____
<input type="checkbox"/> Small Business: has 11 - 50 employees	<input type="checkbox"/> Non-Profit:
<input type="checkbox"/> Medium Business: has 51 to 100 employees	

**3. Nominator (Your) Information:**

Contact Person:	Position:
Telephone:	Email:
Employee Name:	Paid Position Title:
Please check employee's work schedule:	<input type="checkbox"/> Part-time: Less than 20 hours/week <input type="checkbox"/> Full-time: More than 20 hours/week <input type="checkbox"/> On-call part-time: Less than 12 hours a week <input type="checkbox"/> Length of employment: _____ years _____ months

**4. Do you have a copy of the business logo or photo of the employer and employee showing inclusiveness in the workplace?**

- Please email a copy of business logo to be used for media/marketing purposes to: [nominations@employerawards.ca](mailto:nominations@employerawards.ca). – OR -
- Please provide a photo of the employer and employee showing inclusiveness in the workplace.
  - Please ensure everyone who appears in the photo submits a Photo Waiver: <http://bit.do/employerawards>

Mandatory Waiver: Check the box to agree

b. I give permission to the **Inclusive Employer Awards** to use business logo and/or photo in printed and online marketing materials.

Please write your full name here:

**5. NOMINATION CRITERIA:** Each question is worth 10 points. 5 points for the rating scale and 5 points for examples provided. Details = points!

**1. FAIR AND EQUITABLE HIRING PRACTICES**

*The employer hires because they appreciate the skills and abilities of the employee with a disability.*

On a scale of 1-5, please circle (or check the box) how you rate the above sentence:

<b>1</b> Strongly Disagree <input type="checkbox"/>	<b>2</b> Disagree <input type="checkbox"/>	<b>3</b> Neutral or N/A <input type="checkbox"/>	<b>4</b> Agree <input type="checkbox"/>	<b>5</b> Strongly Agree <input type="checkbox"/>
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➤ Is there more than one employee with a disability?  Yes  No

Give examples of how the employer appreciates the skills and abilities of the employee with a disability:



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**2. WAGES AND ADVANCEMENT OPPORTUNITIES**

*The employer offers fair market wages, and offers opportunities for advancement and wage increases.*

On a scale of 1-5, please circle (or check the box) how you rate the above sentence:

<b>1</b> Strongly Disagree <input type="checkbox"/>	<b>2</b> Disagree <input type="checkbox"/>	<b>3</b> Neutral or N/A <input type="checkbox"/>	<b>4</b> Agree <input type="checkbox"/>	<b>5</b> Strongly Agree <input type="checkbox"/>
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➤ *What is wage the employer offers? \$\_\_\_\_\_ /hour or \$\_\_\_\_\_ /year*

Give examples of how the employer has offered fair pay and opportunities to move up in employment:

**3. TRAINING AND DEVELOPMENT**

*The employer makes sure that training and development opportunities are provided and adapted to the employee’s learning styles.*

On a scale of 1-5, please circle (or check the box) how you rate the above sentence:

<b>1</b> Strongly Disagree <input type="checkbox"/>	<b>2</b> Disagree <input type="checkbox"/>	<b>3</b> Neutral or N/A <input type="checkbox"/>	<b>4</b> Agree <input type="checkbox"/>	<b>5</b> Strongly Agree <input type="checkbox"/>
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Give examples of how training is adapted to the employee’s learning style:

**4. INCLUSIVE EMPLOYER MARKETING STRATEGIES**

*The employer shares with other employers that hiring people with disabilities is good for business (e.g., website, social media, events, etc...)*

On a scale of 1-5, please circle (or check the box) how you rate the above sentence:

<b>1</b> Strongly Disagree <input type="checkbox"/>	<b>2</b> Disagree <input type="checkbox"/>	<b>3</b> Neutral or N/A <input type="checkbox"/>	<b>4</b> Agree <input type="checkbox"/>	<b>5</b> Strongly Agree <input type="checkbox"/>
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Give examples of how the employer shares with others that hiring people with disabilities is good for business:



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## 5. WELCOMING AND INCLUSIVE WORKPLACE

*The employer actively encourages all employees to help and support one another to feel respected and included at work.*

On a scale of 1-5, please circle (or check the box) how you rate the above sentence:

<b>1</b> Strongly Disagree <input type="checkbox"/>	<b>2</b> Disagree <input type="checkbox"/>	<b>3</b> Neutral or N/A <input type="checkbox"/>	<b>4</b> Agree <input type="checkbox"/>	<b>5</b> Strongly Agree <input type="checkbox"/>
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Give examples of how the employer encourages all employees to be respectful, supportive and inclusive at work:


**All nominees will be notified of their nomination and are requested to attend the event on  
September 29, 2016, 5:00-8:30 pm  
Award winners will be announced at the event**

***Thank you for your nomination!***



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