

REQUEST FOR FURTHER REVIEW OF RECRUITMENT COMPLAINT FORM

If your complaint has been submitted and you have received a response from the HR Director, Talent Acquisition but you still feel that your issue is still unresolved and you would like to request further review, please complete and submit this form to:

Vice President, Human Resources
Cathy.Barker@torontohousing.ca
 Human Resources Division
 Toronto Community Housing
 931 Yonge St. 4th Floor
 Toronto, Ontario

Instructions:

- If using hand written format please PRINT CLEARLY.
- Please complete as many areas as much detail and information as possible.
- All complaints must be signed by the person making the complaint and all contact information be included in the sections provided.
- **Please attach your original Recruitment Complaint Form and the Toronto Community Housing response provided to you by the HR Director, Talent Acquisition.**

Information about you (Person making the complaint)					
Salutation <input type="checkbox"/> Mr <input type="checkbox"/> Ms <input type="checkbox"/> Mrs	Last name		First name		
Address (home)					
City	Province		Postal code		
Home phone		Alternate phone		Business phone	
Email address			May we contact you at work?		<input type="checkbox"/> Yes <input type="checkbox"/> No
Are you a Toronto Community Housing employee?		<input type="checkbox"/> Yes <input type="checkbox"/> No	Are you a union employee or is your complaint concerning a union hiring process?		<input type="checkbox"/> Yes <input type="checkbox"/> No
Required attachments					
<input type="checkbox"/> Original Recruitment Complaint Form attached <input type="checkbox"/> Toronto Community Housing response provided by HR Director, Talent Acquisition attached					

Why do you feel that your complaint requires further review by the Vice President, Human Resources? Please provide details.

For more space, attach additional pages.

Acknowledgement, consent and signature

I have read and I understand the following:

- The personal information on this form is collected and disclosed under the authority of the Freedom of Information and Protection of Privacy Act/Municipal Freedom of Information and Protection of Privacy Act (FIPPA/MFIPPA) and will be used for the purpose of investigating the complaint referenced herein.
- I agree to Toronto Community Housing sharing and providing copies of information and documents that it receives from me as required to facilitate the investigation. I understand that if I do not agree, the investigation may be compromised and may not be able to be completed.
- All information collected will be kept confidential.

Date signed (DD/MM/YY):

Signature of complainant:

TO BE COMPLETED BY Toronto Community Housing

File number assigned:

Response date (DD/MM/YY):

Received by (name): _____

Date received (DD/MM/YY): _____

If you have any questions about how to file your complaint, please call the Manager, Talent Acquisition, Yong Kwon, at 416-981-4258 or send an email to: Yong.Kwon@torontohousing.ca.