

CPAA pay equity application form

In order to assess an employee's eligibility for the CPAA pay equity payment, this application form must be completed and returned to Canada Post.

Instructions:

1. Complete the form to the best of your recollection. **Be sure to list all positions that were occupied by the employee between September 1, 1992 and March 31, 1997.** If possible, identify if the employee was permanently in the position or if they were acting/replacing in the role. You may use extra pages if needed.
2. If you are completing this application on behalf of someone who is deceased, please include your name and contact information on the application so we know how to reach you.
3. If you need help filling out the form, contact the CPAA pay equity team at **CPAAequity.equiteACMPA@canadapost.postescanada.ca**.
4. Return the completed application by email at the address above or by mail before **October 1, 2020**.

Mailing address:

**CPAA PAY EQUITY
CANADA POST CORPORATION
2701 RIVERSIDE DR SUITE C0160
OTTAWA ON K1A 0B1**

EXAMPLE APPLICATION

Employee name (surname, given name)	Doe, Jane		
Canada Post employee identification number	1234567		
Applicant's name (if different than the employee)	Doe, John		
Applicant's street address	14 Anywhere street		
City, province, postal code	Ottawa, ON, K1A 0B1		
Telephone number	(555)555-5555		
Email address	someone@domain.com		
CPAA post office location and province	Position title (Part-time Assistant, Full-time Assistant, Senior Assistant, Group Postmaster, Grade Postmaster, Acting/Replacing, etc.)	Start date	End date
<i>Coleman, PEI</i>	<i>Full-time Assistant</i>	<i>1992/09/15</i>	<i>1993/10/21</i>
<i>Bloomfield Station, PEI</i>	<i>Acting Postmaster</i>	<i>1993/10/22</i>	<i>1996/04/17</i>
<i>Bloomfield Station, PEI</i>	<i>Part-time Assistant</i>	<i>1996/04/18</i>	<i>1997/10/13</i>

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Please complete this form to the best of your recollection.

Employee name (surname, given name)			
Canada Post employee identification number			
Applicant's name (if different than the employee)			
Applicant's street address			
City, province, postal code			
Telephone number			
Email address			
CPAA post office location and province	Position title (Part-time Assistant, Full-time Assistant, Senior Assistant, Group Postmaster, Grade Postmaster, Acting/Replacing, etc.)	Start date	End date

Completed applications must be received by **October 1, 2020** to be considered.