|  |
| --- |
| **Client Information** |
|  |
| Client Name |  | Case ID |  |
|  |  |
| Name of Business or Employer |  |
|  |

**Note**: This tool may be used where employment status is unclear. The following factors taken as a whole may help determine whether employment more closely resembles that of an employer-employee relationship or self-employment. These questions should be used for discussion purposes only.

|  |  |  |
| --- | --- | --- |
| **General Information** | **Yes No** | **Comment** |
| 1. Do you consider yourself self-employed?
 | [ ]  [ ]  |       |
| 1. Are you known in the community as a business?
 | [ ]  [ ]  |       |
| 1. How does your business operate? (*Explain*)
 | [ ]  [ ]  |       |
| 1. Do you consider this a casual or occasional type of business?
 | [ ]  [ ]  |       |
| 1. Do you have more than one job/business? If so, do you consider yourself an employee or self-employed for each of the jobs/businesses?
 | [ ]  [ ]  |       |
| 1. How many hours per week do you work in this business? (approximately)?
	1. hours per week
 | [ ]  [ ]  |       |
| 1. Do you plan to continue as above?
 | [ ]  [ ]  |       |
| 1. Do you file your income tax as self-employed? Do you receive a T-4 from any company you do business with?
 | [ ]  [ ]  |       |
| 1. How do you market your business? e.g. ads, internet
 | [ ]  [ ]  |       |
| **Control of the Business** |  |  |
| 1. Do you control the days or hours you work?
 | [ ]  [ ]  |       |
| 1. Can you accept or decline work from a customer/client?
 | [ ]  [ ]  |       |
| 1. Do you regularly report to someone who oversees your work? Or are you responsible for the quality of

work performed? | [ ]  [ ]  |       |

|  |  |  |  |
| --- | --- | --- | --- |
| 1. Can you contract with or hire someone to perform specific tasks to complete a job or service? Or do you have to ask permission to hire a helper?
 | [ ]  [ ]  |       |  |
| 1. Do you pay for advertising, legal costs and/or bookkeeping fees?
 | [ ]  [ ]  |       |
| **Tools and equipment** |  |  |
| 1. Do you own the tools of the trade and business assets (equipment, supplies, inventory)? Have you invested money into the purchase of these tools or do you rent them?
 | [ ]  [ ]  |       |
| 1. Do you have the right of use over the tools for any activity, including personal use?
 | [ ]  [ ]  |       |
| 1. Are you responsible for the repairs, maintenance and insurance in relation to the tools?
 | [ ]  [ ]  |       |
| **Financial Risks** |  |  |
| 1. Do you act independently in carrying on the business?
 | [ ]  [ ]  |       |
| 1. Do you have a business partner or partners, or any other party with an interest in the business?
 | [ ]  [ ]  |       |
| 1. Do you receive the profits or suffer the losses from the business? Do you negotiate compensation for your work with a client?
 | [ ]  [ ]  |       |
| 1. Do you make all the decisions related to the business?
 | [ ]  [ ]  |       |
| 1. Do you invest your own money in order to provide the service?
 | [ ]  [ ]  |       |
| 1. Do you provide or pay for your office or work space?
 | [ ]  [ ]  |       |