



New Hire Checklist

Personal Information		Contact Information	
First name:	Street Address:		
Last name:	City:	Postal Code:	
Date of birth:	Province:	Phone number:	
Gender Identity:	Email:		
Emergency Contact Information		Languages Spoken	
Name:	English:		
Phone #:	French:	Basic	Advanced
Relationship:	Other:		
Required Documentation for Human Resources			
<i>Please add a check mark beside what you have included in your package provide to HR</i>			
<input type="checkbox"/> Police check with vulnerable sector (Completed within 6 months of offer)	Negative: <input type="checkbox"/> Positive: <input type="checkbox"/> (follow up required) Contact the Recruitment Advisor ASAP		HR ONLY CVC <input type="checkbox"/> VSC <input type="checkbox"/>
<input type="checkbox"/> Copy of your Diploma, Degree, Certificate or transcript			
<input type="checkbox"/> Confidentiality Agreement (signed and attached)			
<input type="checkbox"/> Respectful Workplace Agreement (signed and attached)			
<input type="checkbox"/> Fitness Centre Waiver (signed and attached)			
<input type="checkbox"/> TD1 Form (signed and attached)			
<input type="checkbox"/> TD1ON Form (signed and attached)			
<input type="checkbox"/> VOID cheque or banking information from an Ontario bank			
<input type="checkbox"/> HOOPP Beneficiary form OR waiver to right to join HOOPP			
<input type="checkbox"/> Letter of offer (signed and attached)			
<input type="checkbox"/> Copy of your Social Insurance Number			
<input type="checkbox"/> Sunlife Enrollment Documents (only if Permanent Full Time)			
<input type="checkbox"/> Proof of previous hours worked, if applicable			
<input type="checkbox"/> Parking Pass			
If Required of Position (refer to job posting)			
<input type="checkbox"/> Proof of Registration or Certification as required	<input type="checkbox"/> Basic Life Support (BLS) certification within the last year		
<input type="checkbox"/> Driver's License	<input type="checkbox"/> Driver's Abstract		
<input type="checkbox"/> NVCI – Non Violence Crisis Intervention (CPI)	<input type="checkbox"/> Other (please specify)		
New Hire Signature:	Date:		
HR Signature:	Date:		