

NEW EMPLOYEE CHECKLIST

To be completed before your first day at Providence Care:

- Complete Criminal Reference Check/Vulnerable Sector Screening Form and submit to local Police Service for processing
 - The cost of this is the responsibility of the new hire.

- Attend Pre-Employment Documentation appointment with Human Resources. Please refer to the email from the Recruitment & Staffing Specialist with the date and time.
 - Please contact Human Resources at 613-544-4900 ext. 53450 if you need to reschedule your appointment.

- Attend Pre-placement Health Assessment with Occupational Health. Please refer to the Occupational Health email from the Recruitment & Staffing Specialist with the date and time.
 - Please bring completed forms with you to this appointment.
 - Pre-placement Assessment Form & Communicable Disease Health Clearance Form

- Visit Security Office (at front entrance of Providence Care Hospital) to obtain your ID badge. If enrolling in staff parking, please submit your completed form to security at this time.
 - Note that you will have your picture taken and a badge will be created while you wait
 - Staff working on a temporary contract are required to pay a refundable \$10 deposit fee at the Cashier's office in advance of receiving their ID badge
 - Staff working on-site at PCH will also receive a Personal Alert Device and fire key

Please bring the following to your Pre-Employment Documentation appointment with Human Resources:

- Signed Offer of Employment Letter
- Completed New Employee Information Form
- Confidentiality & Information Security Agreement
- Completed Tax Forms: TD1 (Federal) & TD1ON (Provincial)
 - Please call 1-800-959-2221 with any questions
- Language Skill Self-Identification Form
- Social Insurance Card (or a federal document with your SIN on it)
 - Or a copy of your work VISA with expiry date if SIN begins with "9"
- One Government Issued Photo ID
 - Health cards are not considered valid Photo ID
 - Valid Photo ID may include the following: Driver's license, passport, Nexus card etc.
- Void Cheque (or direct deposit form)
- Proof of Registration / Education / Certification
- All other required documents as referenced in your offer letter