

New Employee Checklist

To be returned at the time of employment offer acceptance*

- Signed Offer of Employment Letter

- Completed Reference Authorization Form

- Proof of Education (Photocopy of final transcript)

- Completed New Employee Information Form

- Completed Banking Information (Including void cheque or direct deposit form)

- Completed Tax Forms
 - TD1 (Federal)
 - TD1ON (Provincial)

- Completed Benefit Enrolment Forms for eligible employees
 - Benefits & Beneficiary Designation Confirmation
 - Coordination of Benefits (If applicable)

Tasks to be completed before your first day

- Complete Criminal Reference Check/Vulnerable Sector Screening Form and submit to local Police Service for processing
 - Please note that this request may take up to two weeks or longer to be processed. Identification must be presented at time of pick-up of CRC/VSS.
 - Fees associated with obtaining CRC / VSS are the responsibility of the employee

- Visit family physician or local clinic and complete health screening tests
 - Please note that two separate visits may be necessary to complete the required TB testing (for further information, please refer to the Communicable Disease Screening Information page). Testing costs will vary.
 - Fees associated with the completion of health screening are the responsibility of the employee

- Attend appointment with Occupational Health, Safety and Wellness department
 - You must complete the health screening before your appointment and bring the Health Screening Form with you to the appointment

- Obtain hospital photo ID
 - Visit the Security Office on Dietary 1 between the hours of 8:00 a.m. and 12:00 p.m.

- Review attached policies on business conduct, dress code, safe footwear and scents
 - All employees must comply with these policies starting on their first day of work at the KGH site

Things to bring with you for your first day

- Signed Statement of Confidentiality

- 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.

- Completed Criminal Reference Check/Vulnerable Sector Screening Form (completed by a Police Service)
 - If the check has not yet been completed, you will be asked to sign an affidavit attesting to the fact that you meet the screening requirements

- A sweater or a light jacket (temperatures in the orientation session venue can fluctuate)

- A lock for your locker (nurses only)

For further questions, contact the People Services Centre at 613-549-6666 x7777

Please submit completed New Hire Package to PSForms@kingstonhsc.ca