

<p style="text-align: center;">New Hire Checklist</p> <p style="text-align: center;">Please use the below checklist to ensure all documentation is completed.</p>	✓
Signed Offer Letter	
Employee Information Form – General information (including emergency contacts)	
Direct Deposit Authorization – Please also attach a void cheque or Direct Deposit form from your bank.	
TD1 Tax Form – Completed Federal Tax Form	
TDON1 Tax Form – Completed Provincial Tax Form	
Healthcare Of Ontario Pension Plan (HOOPP) Enrolment Form – Please complete this form indicating your desire to either enroll into the pension or waive your enrolment option at this time. <i>(Please note, permanent full-time staff do not have the option to waive enrolment).</i>	
Parking Form (Optional)	
Signed Attendance at Work Form	
Signed Privacy & Security Acknowledgment Form	
Original copy of Vulnerable Sector Police Check (if applicable)	
Proof of COVID-19 Vaccination	
Copy of Valid Government Issued Photo Identification	
Copy of job specific requirements as per offer letter (for example, ACLS, BLS, etc.)	
Previous Experience Letters (if applicable).	
Communicable Disease Surveillance Information Sheet	
Health Review Form	