



NEW EMPLOYEE DOCUMENTATION

• AUXILIARY STATUS

This completed checklist is required with your forms

<input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Miss	SURNAME	FIRST NAME	INITIAL(S)
PREVIOUS SURNAME (if applicable)		BIRTH CITY & PROVINCE/COUNTRY	BIRTH DATE
ADDRESS			
POSTAL CODE		TELEPHONE ()	SOCIAL INSURANCE NUMBER
TO THE BEST OF MY KNOWLEDGE THE ABOVE INFORMATION IS TRUE AND CORRECT. <div style="text-align: center;">SIGNATURE x</div>			DATE (YYYY/ MM / DD)

Required PRIOR to commencing work:	✓		✓
Consent To Criminal Record Review Act (CRRA) <ul style="list-style-type: none"> See instructions in offer letter to complete this check online 		Drivers Abstract <ul style="list-style-type: none"> ✓ If requested in offer letter 	

All forms listed are required unless otherwise noted

Please bring your forms with you on your first day of work.

<i>Please do not staple forms</i>		<i>Please do not staple forms</i>	
TD1 Income Tax Form		Signed Offer Letter	
TD1BC Income Tax form		Internet & Communications Technology & Adobe Acrobat Pro Software Use Agreement	
Payroll Direct Deposit Authorization Form <ul style="list-style-type: none"> Attach a void cheque <u>or</u> have your bank sign the form 		Standards Of Conduct Document <ul style="list-style-type: none"> Must include a signature by witness 	
Financial Authority Specimen Signature Card <ul style="list-style-type: none"> Last page only required (signature page) 		Signed Auxiliary Orientation <ul style="list-style-type: none"> Entire package required 	
Conflict of Interest <ul style="list-style-type: none"> Discuss and complete form <u>with your Manager</u> once you begin work This form must be submitted within two weeks from your start date 		Personal & Emergency Contact Information	
		Workplace Impairment Policy Declaration	

Note: Enrollment is automatic for mandatory BCGEU membership (B.C. Government and Service Employees' Union)

Additional required items:

- Please provide a copy of the following with the above forms on your first day to the Supervisor of Admin Services (SAS)
- The SAS must certify these items as true copies and forward to HR with the above completed forms

Identification: <ul style="list-style-type: none"> <input type="checkbox"/> Social Insurance Number (SIN) card or document Plus one of the following: <ul style="list-style-type: none"> <input type="checkbox"/> Birth Certificate <input type="checkbox"/> Landed Immigrant Documents <input type="checkbox"/> Canadian Passport <input type="checkbox"/> Canadian Citizenship Certificate 	<input type="checkbox"/> Degree, Diploma, Certificate, License, etc. (If requested in your offer letter)
	<input type="checkbox"/> Work Visa (If applicable)