

## NEW EMPLOYEE DOCUMENTATION -

### • EXCLUDED STATUS

<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.		Signature x	Date (YYYY/ MM / DD)

Required PRIOR to commencing work:	✓		✓
<b>Consent To Criminal Record Review Act (CRRA)</b> • See instructions in offer letter regarding how to submit this check online		<b>Drivers Abstract</b> • If requested in offer letter	

### All forms listed are required unless otherwise noted

#### Submit completed checklist with your forms

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

TD1 Income Tax form		Signed Offer Letter	
TD1BC Income Tax form		Internet & Communications Technology & Adobe Acrobat Pro Software Use Agreement	
<b>Payroll Direct Deposit Authorization form</b> • Attach a void cheque or have your bank sign the form		<b>Standards of Conduct</b> • Must include a signature by witness	
Financial Authority Signature Card		Workplace Impairment Policy Declaration	
<b>CLBC Employee Benefits Program Enrollment:</b> • Extended Health and Dental Enrollment • Optional Family Funeral Benefit • Application for Optional Group AD & D • Application for Optional Life Insurance	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Group Life Beneficiary Designation	
		<b>Nomination of Beneficiary (Pension)</b> Please submit form even if spouse is beneficiary	
		Personal and Emergency Contact Information	
<b>Conflict of Interest</b> • Discuss and complete form <u>with your Manager</u> once you begin work • This form must be submitted within 2 weeks from your start date		<b>Post-Employment Restrictions for Executives</b> (CEO and Vice Presidents only)	
		<b>Re-Employment of a Retired Member Declaration</b> (if applicable)	

### Additional required items:

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

<b>Identification:</b> <input type="checkbox"/> Social Insurance Number (SIN) card or document <b>Plus one of the following:</b> <input type="checkbox"/> Birth Certificate <input type="checkbox"/> Permanent Residence Card <input type="checkbox"/> Canadian Passport <input type="checkbox"/> Canadian Citizenship Certificate	<input type="checkbox"/> Degree, Diploma, Certificate, License, etc. <input type="checkbox"/> Work Visa (if applicable)
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