

NEW EMPLOYEE DOCUMENTATION -

• REGULAR 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:	✓		✓
Consent To Criminal Record Review Act (CRRA) • See instructions in offer letter regarding how to submit this check online		Drivers Abstract • 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	
Payroll Direct Deposit Authorization form • Attach a void cheque or have your bank sign the form		Standards of Conduct • Must include a signature by witness	
Financial Authority Signature Card		Workplace Impairment Policy Declaration	
CLBC Employee Benefits Program Enrollment: • 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	
Conflict of Interest • 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		Nomination of Beneficiary (Pension) • Please submit form even if spouse is beneficiary	
		Personal and Emergency Contact Information	
		Re-Employment of a Retired Member Declaration (if applicable)	

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

Identification: <input type="checkbox"/> Social Insurance Number (SIN) card or document Plus one of the following: <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. (If requested in offer letter) <input type="checkbox"/> Work Visa (if applicable)
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