**NEW HIRE CHECKLIST**

**Forms and agreements for completion:**

* TD1 tax form – Federal Tax Form
* TD1ON tax form – Provincial Tax Form
* Confidentiality Agreement
* Property Agreement
* Internet Usage Agreement
* Parking Agreement

**Documents to provide:**

* Copy of Social Insurance Number card
* Copy government issued photo ID
* Void Cheque/Direct Deposit form
* Copy of professional registration where applicable
* For current HOOPP members joining SRHC in a part-time capacity only: Proof of current HOOPP Membership if applicable Please email a copy of a recent pay stub indicating HOOPP deductions to Brenda Noble (bnoble@southlakeregional.org) or Carol Iafano (ciafano@southlakeregional.org).
* For experienced Registered Nurses only: Application for RN experience credits form and accompanying letters of hours form past employers
* Parking Agreement and Vehicle Information (License plate number and model)
* Vulnerable Sector Screen if requested

**Email the following to schedule requested appointments:**

* To Schedule your Health Assessment: Call Linda Ashby at 905-895-4521extension 2383. Also, email her at [lashby@southlakeregional.org](mailto:lashby@southlakeregional.org)
* To Schedule your computer training if required: Email Computer Informatics [computertraining@southlakeregional.org](mailto:computertraining@southlakeregional.org). Please ensure in your email you indicate your position title, department, and your start date. They will then indicate whether computer training is required and if so, what your schedule will be.