



New Employee Checklist

Lunch Monitors

Required documentation for newly hired Lunch Monitors includes the following.

The hiring documents listed below are available through Document Depot, by visiting Human Resources at 33 Spectacle Lake Drive in Dartmouth, or by request can be mailed out to the candidate.

- 1. Notice of Commencement of Employment for Casuals
- 2. Employee Personal Information Profile
- 3. Criminal Records Check with a Vulnerable Sector Check (\$50-\$60 Fee - Contact your local Police Department or RCMP detachment to indicate the process, or online at www.backcheck.net/halifax/ **Check must be dated within 3 months of date of hire**). If the Criminal Records Check with Vulnerable Sector Check is obtained through MyBackCheck, it must be shared online with HRCE Headquarters and the Vulnerable Sector Check needs to be completed and showing as “Clear”: this is a requirement for processing the application.

In case of issues sharing the document, please call MyBackCheck at 1-877-455-6699 before submitting the hiring application.

- 4. Child Abuse Registry Search Form A (*original with copy of driver’s license or Health Card - Human Resources will send to Department of Community Services*) or *completed Child Abuse Search results letter.*
- 5. Copy of Driver’s License or Health Card (*to accompany Child Abuse Search*)
- 6. Employee Confidentiality Agreement
- 7. HRCE Acceptable E-Mail Use Protocol and Consent Form
- 8. Void Cheque or Banking Information for payroll deposit purposes
- 9. Tax Forms (*TD1 and TD1NS - two page forms*)

Please forward all completed documents via fax via interoffice mail to:

Human Resource Services

All documents must be received by HR prior to the new employee being issued a payroll number. In accordance with Centre’s Policy, new employees cannot work until they provide a satisfactory Criminal Records Check with Vulnerable Sector Check.

Questions? If you have any questions in relation to the above, please do not hesitate to contact our Human Resources Department. Please contact **Kristen MacInnis** at 464-2000, ext. 2179. Thank You.

Human Resource Services
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