



New Employee Checklist Please use the below checklist to ensure all documentation is completed.	
Provide photo for ID badge on a plain, light-coloured background to idbadge@cgmh.on.ca	✓
Completed Employee Information Form	
Signed I CARE AT Commitment to Excellent	
Signed Online Security Protection	
Signed Privacy/Confidentiality Pledge	
Signed Individual Assessment Form of French Language	
Signed Consent & Release Form	
Proof of age such as drivers' license, passport, birth certificate or work visa/citizenship card	
Direct deposit authorization – either a void check or direct deposit form	
Healthcare of Ontario Pension Plan (HOOPP) – complete either the enrolment form <u>or</u> the waiver	
Signed Identification badge, personal safety response system, and parking acknowledgment form	
Signed parking form	
TD1 tax form – completed federal tax form	
TD1ON tax form – completed provincial tax form	
CGMH Employee 50/50 Draw (optional)	
Vulnerable Sector or Criminal Record & Judicial Matters police check	
Employee Occupational Health Record (bring to general orientation session)	
Attestation form signed related to policies/procedures and handbook	
Provide documentation supporting College membership/registration	