



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		