

Employee Papers Check List

Employee No.:

Name:

Title:

Company:

Required Papers			Available			Papers Withdrawal / Back Dates							
Governmental Employment Requirements	Copy	Original	N/A	Yes	No	W.Date	B.Date	W.Date	B.Date	W.Date	B.Date	W.Date	B.Date
Birth Certificate													
Education Certificate													
Military Certificate													
Criminal Record													
Work Permit													
Social Insurance Print													
Medical Test													
I.D.													
Photos (Number)													
Clearance													
Syndicate membership copy													
Company Employment Requirements													
Personnel Requisition													
Offer (Staff & Managers only)													
Application Form													
Curriculum Vitae (Staff & Managers only)													
HR Evaluation (Staff & Managers only)													
Technical Evaluation (Staff & Managers only)													
Job Profile													
Induction Acknowledgment:													
Induction													
Job Start Affirmation													
On Job Training Plan													
Code of Conduct													
Training Policy													
Training Commitment													
Magnitic Card Receipt													
Locker Key													
Confidentiality Agreement													
Transportation Form													
Social Form													
Changes:			Date of Transaction:										
Promotion													
Training Requirements													
Disciplinary Actions													
Loans													
Transfer													

Contracts Check List

Employee No.:		Name:		Title:		Company:	
Required Papers		Required Papers		Required Papers			
Year of		Year of		Year of			
Contract		Contract		Contract			
Form 6		Form 6		Form 6			
Form 1		Form 1		Form 1			
Review of Performance		Review of Performance		Review of Performance			
Training Policy		Training Policy		Training Policy			
Confidentiality Agreement		Confidentiality Agreement		Confidentiality Agreement			
Social Form		Social Form		Social Form			
Year of		Year of		Year of			
Contract		Contract		Contract			
Form 6		Form 6		Form 6			
Form 1		Form 1		Form 1			
Review of Performance		Review of Performance		Review of Performance			
Training Policy		Training Policy		Training Policy			
Confidentiality Agreement		Confidentiality Agreement		Confidentiality Agreement			
Social Form		Social Form		Social Form			
Year of		Year of		Year of			
Contract		Contract		Contract			
Form 6		Form 6		Form 6			
Form 1		Form 1		Form 1			
Review of Performance		Review of Performance		Review of Performance			
Training Policy		Training Policy		Training Policy			
Confidentiality Agreement		Confidentiality Agreement		Confidentiality Agreement			
Social Form		Social Form		Social Form			
Year of		Year of		Year of			
Contract		Contract		Contract			
Form 6		Form 6		Form 6			
Form 1		Form 1		Form 1			
Review of Performance		Review of Performance		Review of Performance			
Training Policy		Training Policy		Training Policy			
Confidentiality Agreement		Confidentiality Agreement		Confidentiality Agreement			
Social Form		Social Form		Social Form			