



**Northeastern
Catholic District**
SCHOOL BOARD

HUMAN RESOURCES
NEW EMPLOYEE CHECKLIST

Candidate Name: _____

Locations: _____

- ☐ Resume - Qualified Candidate OR ☐ Resume Unqualified Candidate
- ☐ Interview Completed Date: _____
- ☐ Reference Check # 1 Name: _____
- ☐ Reference Check # 2 Name: _____
- ☐ Vulnerable Sector Search
- ☐ Employee Personal Data Form
- ☐ Banking Information (Void Cheque or Direct Deposit Information)
- ☐ TD1 Forms (ON and CAN)
- ☐ Application for Certified Occasional Teaching (if applicable)
- ☐ Copy of Diploma for Certified EA/ECE rate (if applicable)
- ☐ Other Specify: _____