Checklist for Local Funded Employees

Board approval

Online application

TD1, TD1AB, important note: Forms must be filled out accurately

Void Cheque, or direct deposit information, both require signature

Employee Service Record form

Conflict of Interest form/Statement of Ethical Foundation

Health Benefits forms (if applicable)

Retirement Beneficiary form (if applicable)

Resume with reference checks

Email and phone number of employee

Police record check (Back Check online)

Employment Agreement (upon board and Conference approval)

Position Description

Education application (if applicable)

Conference website for worker’s monthly report, or hourly report

Reminder of deadline for submitting