NEW EMPLOYEE CHECKLIST

The documents listed below are required in order for Human Resources to create a new employee profile and to issue an employee number. The new employee must bring ALL mandatory documents to their first meeting with Human Resources Services.

New Employee

1. Social Insurance Card
2. Driver’s License
3. Declaration of Employment Form (with signature)*
4. VOID Cheque
5. Copies of all diplomas and/or degrees (including High School and Cegep/College)
6. Official Transcripts starting with Cegep/College and higher (to be forwarded to HR directly from the educational institutions)**
7. Employment confirmation letters ** (see important note below)
8. Letter confirming Employment Status (if a candidate is employed full-time or part-time, HR requires a letter confirming their status ie: leave of absence, part-time hours etc)
9. Personal Information Sheet*
10. Emergency Contact Sheet*

*Forms are available on the John Abbott College website at:
http://www.johnabbott.qc.ca/faculty-and-staff/careers-external/forms

** The College must receive all documents attesting to scholarly and experience within 30 days of the date of hire for the contract to be valid.

Important Note: Employment Confirmation Letters

Employment confirmation letters (on company letterhead) must contain the following information:

- Name of Employer
- Dates of hiring and termination, listed by academic year (ie: August 1st to July 31st )
- Information regarding the specific tasks performed
- Indicate whether the position was full-time or part-time. In the case of part-time work, indicate the number of hours or days per week worked

December 22, 2011