



Kenora Catholic District School Board

We are a Roman Catholic school system dedicated to excellence in education, the Christian formation of youth, and strong partnerships with parents and the church.

Form: 015

Document Checklist – Personnel File – Teaching Occasional

	No	Yes	Date/Initials
Criminal Reference Check (original document)	<input type="checkbox"/>	<input type="checkbox"/>	_____
O.C.T. Certificate of Qualification or Interim Certificate of Qualification (Temporary Letter of Standing)	<input type="checkbox"/>	<input type="checkbox"/>	_____
Pastoral Reference	<input type="checkbox"/>	<input type="checkbox"/>	_____
QECO Statement of Evaluation, Program 5	<input type="checkbox"/>	<input type="checkbox"/>	_____
Confidentiality Agreement	<input type="checkbox"/>	<input type="checkbox"/>	_____
Completed TD1 ON Form	<input type="checkbox"/>	<input type="checkbox"/>	_____
Completed TD1 Form	<input type="checkbox"/>	<input type="checkbox"/>	_____
Tuberculosis Test (within last two years)	<input type="checkbox"/>	<input type="checkbox"/>	_____
Banking Information (voided cheque & direct deposit form)	<input type="checkbox"/>	<input type="checkbox"/>	_____
SIN Authorization Form (please bring SIN card or copy)	<input type="checkbox"/>	<input type="checkbox"/>	_____
Epi-pen Training Form	<input type="checkbox"/>	<input type="checkbox"/>	_____
Manulife Enrolment Form	<input type="checkbox"/>	<input type="checkbox"/>	_____
TPP Form	<input type="checkbox"/>	<input type="checkbox"/>	_____
Statement of Sick Leave (from last board only)	<input type="checkbox"/>	<input type="checkbox"/>	_____
Statement of Previous Permanent & LTO Experience	<input type="checkbox"/>	<input type="checkbox"/>	_____
Condition of Employment Form (French / Religion)	<input type="checkbox"/>	<input type="checkbox"/>	_____

Additional Qualifications: _____

Hiring Date: _____ Location: _____

Transfer to: _____ Date: _____

Transfer to: _____ Date: _____

Other: _____

Termination Date: _____ Reason: _____