# New Volunteer Checklist

### Name:

|  |  |  |
| --- | --- | --- |
| **Required information:** | **Who form is given**  **to (Initial)** | **Date received by**  **HR** |
| Letter |  |  |
| Information Form |  |  |
| All Transaction Form |  |  |
| Oath of Confidentiality |  |  |
| Outstanding Loan/Debt Form |  |  |
| Access & Property Requirement Form |  |  |
| Copy of S.I.N. Card |  |  |
| Copy of Treaty Card (If applicable) |  |  |
| Copy of Driver’s License/Government ID |  |  |
| Copy of a Current Criminal Record Check |  |  |
| Direct Deposit Form (must be stamped by the bank, or a VOID cheque |  |  |
| Job Description |  |  |
| **Additional information required:** |  |  |
| Child Intervention Welfare Check *(if working directly with*  *children)* |  |  |
| Criminal Record Check with vulnerable sector search  *(All employees must provide a copy)* |  |  |
| **Additional Forms for Permanent Employees only:** |  |  |
| Sun life Enrollment Forms |  |  |
| Great West Life Forms |  |  |
| **Information to be given to new employee:** |  |  |
| Personnel Policy and Procedures |  |  |
| Acknowledgment of Policy Form *(signed by volunteer)* |  |  |
|  |  |  |

**Manager/Fire Chief Signature:**

Information Form

|  |  |  |
| --- | --- | --- |
|  | **Form to be completed by Volunteer** | |
| Name: | | |
| Address: | | City/|Town: |
| Province: | | Postal Code: |
| Telephone: | | Date of Birth: |
| First Nation: | | Treaty Number: |
| S.I.N.: | | Health Care Number: |
| Driver’s License #: | | Class (1, 2, 3, etc.): |
| **Emergency Contacts** | | |
| Emergency Contact #1 Name: | | Relationship: |
| Work Phone: | | Home Phone: |
| Emergency Contact #2 Name: | | Relationship: |
| Work Phone: | | Home Phone: |

|  |  |
| --- | --- |
| Entered by HR: | Entered by Payroll: |

Logo

Description automatically generated

Volunteer Package

**All Volunteer Transaction Form**

Employee Name: EE #:

|  |  |
| --- | --- |
| **New Volunteer Section** | |
| Position Title: | Department: |
| Start Date: | Term/Temp End Date: |
| Status of employment: **□** Full Time **□** Part Time **□** Temporary **□** Seasonal **□** Term **□** Casual | |
| Probation Period: **□** 3 Months’ Probation **□** 6 Months’ Probation | |
| Rate of Pay: $ **□** Hour □ Annual □ Day | |
| Account Pay Code: | Reporting to: |

|  |  |
| --- | --- |
| **Position Change Section** | |
| Current Position Title: | New Position Title: |
| Effective Date: | Type of Change:  **□** Promotion **□** Lateral Transfer **□** Annual Evaluation |
| Probation Period: **□** 3 Months’ **□** 6 Months’ | Status of Volunteer: **□** Full Time **□** Part Time  **□** Temporary **□** Seasonal **□** Term **□** Casual |
| Current Rate of Pay: | New Rate of Pay: |
| Account Pay Code | Reporting to: |

|  |  |
| --- | --- |
| **Termination Information Section** | |
| Termination Date: | Position & Department: |
| Termination Code: **A.** Shortage of work **B.** Strike or Lockout **D.** Illness or Injury **E.** Quit **F.** Maternity  **G.** Retirement **M.** Dismissal **N.** Leave of Absence **P.** Parental **Z.** Compassionate Care  **K.** Other: Please Explain: | |
| Account Pay Code: | To be completed by HR:  Holiday Hours Owed Toil Hours Owed: |

Signature of Manager/Fire Chief Job Title Date

|  |  |
| --- | --- |
| Entered by HR: | Entered by Payroll: |

**Official Oath of Confidentiality**

(To be read and signed before a “Commissioner of Oaths”)

### Definition of Confidentiality Information

For purposes of this Agreement the term “Confidential Information” shall include, but is not limited or restricted to, all confidential and proprietary information, various trade secrets including scientific, engineering and technical know-how, processes, computer software and related documentation owned, used or marketed by the BIGSTONE CREE NATION/BIGSTONE FIRE DEPARTMENT or its business associates, marketing strategies, customer requirements, customer lists, employee’s compensation, methods of dealing, business methods, processes, formula, compositions, systems, techniques, equipment and machinery data, infrastructure and facility data, computer programs, research projects, pricing data, sources of supply, merchandising systems or plans, economic development plans and objectives, economic production data , marketing data and financial data, the financial affairs of the BIGSTONE CREE NATION/BIGSTONE FIRE DEPARTMENT and other confidential business information which belongs to the BIGSTONE CREE NATION/BIGSTONE FIRE DEPARTMENT or any party with whom the BIGSTONE CREE NATION/BIGSTONE FIRE DEPARTMENT has a business relationship

I, , will perform to the best of my ability the duties required of me as an volunteer of the Bigstone Cree Nation/BIGSTONE FIRE DEPARTMENT; and that I will not, without due consideration and authorization, disclose or make know any matter or thing which comes to my knowledge by reason of my service with Bigstone Cree Nation/Bigstone Fire Department.

Signature of Employee Date:

### Affirmed before me

Name of Commissioner (Print)

At the hamlet of in the province of Alberta This day of , 20

a Commissioner of Oaths (Signature)

# Access & Property Requirements Form

### Employee Name:

**Computer Network Access:**

* Administration □ Common Drive □ Human Resources
* Fire Department □ Culture & Recreation □ Human Services
* Business Development □ Education □Information Systems
* Capital & Infrastructure □ Finance □ Lands & Consultation
* Chief & Council □ Government/Industry Relations □ Membership
* Child & Family Services □ Housing □ Women’s Shelter

**Computer Program Access:**

* Access □ E-mail □ Power Point □ Other
* ACCPAC □ MS Office □ Print Boss
* Security cameras □ One Note □ Publisher

|  |  |  |
| --- | --- | --- |
| **Item** | **Yes Or No** | **Asset #/Code/Serial #** |
| Fire Truck |  |  |
| Bunker Gear/Equipment/Tools |  |  |
| Computer – Laptop |  |  |
| Vehicle |  |  |
| Fuel Card/PO |  |  |
| Building Combination |  |  |
| Other |  |  |
| **BCN Keys** |  |  |
| Main Building/Office Doors |  |
| File Cabinets |  |
| Cash Box |  |
| Storage/File Room |  |

Volunteer Signature Date

Supervisor Signature Date