**REQUEST TO HIRE FORM**

**Request for:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

1. [ ] Renewal
2. [ ] New Position

[ ] Post Doctoral Fellow

[ ] NOHFC Internship

[ ] Graduate Student: *PhD* [ ]  *MSc* [ ]

*[ ]* Undergraduate: *Honours Student* *[ ]*

*[ ]* Independent Contractor

*[ ]* Visiting Scientist

*[ ]* Volunteer

[ ] CRSP Physician Research Assistant (payment from Physician grant or LEG funds)

[ ] CRSP Physician Research Volunteer

TITLE (if not above): *\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

**Details of Offer (to be confirmed with HR):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Salary**:       Yearly[ ]  Hourly[x]

Permanent Employee [ ]  Contract [ ]  N/A [ ]

If casual, expected hours per week:

**Pension** Yes [ ]  No [ ]

(not offered to employees on contracts or temporary; non-employees do not qualify)

**Benefits** Yes [ ]  No [ ]

(3 month probation period for all employees; non-employees do not qualify)

**Vacation** 2wks [ ]  or 3wks [ ]  or 4wks [ ]  ESA [ ]

(ESA for all temporary or casual; non-employees do not qualify)

**NOHFC Calculation:**

(weeks x hours/week x hourly rate=       x 90% =       = NOHFC Contribution)

\*NOHFC assistance will be in the form of a conditional grant and will not exceed 90% of a recent graduate's wages to a maximum of $31,500

TBRRI Function Center:      \_\_\_\_\_\_\_\_\_\_\_\_

LU Function Centre:      \_\_\_\_\_\_\_\_\_\_\_\_

Other Source:      \_\_\_\_\_\_\_\_\_\_\_\_

**Status Information:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Name:      \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Start Date: *\_\_\_\_\_\_\_\_* End Date: *\_\_\_\_\_\_\_\_\_*

TBRRI Supervisor: *\_\_\_\_\_\_\_\_\_\_\_\_*

For CRSP Physician related hires indicate PI:      \_\_\_\_\_\_\_\_\_

For CRSP Physician related hires, indicate Dyad Lead:*\_\_\_\_\_\_\_\_*

*Please attached CV for further information.*

**General Requirements:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Orientation:**

**TBRRI** [ ]  **TBRHSC**[ ]

TBRRI orientation covers Occupational Health & Safety Regulations, and general orientation of facilities. **Supervisors are responsible for training specific to their laboratory. Training records are to be sent to HR for filing.**

Physician Research hires must attend both orientations. **Dyad Lead is responsible for area specific training. CRSP is responsible for study specific training.**

Desk space requirements: Yes *[ ]* No *[ ]*

Computer Requirements:Yes *[ ]* No *[ ]* (If personal computer is being used, must be checked by IT before being plugged into network)

**Approvals:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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Scientist/Manager/Supervisor Signature Date

 \_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

COO Signature Date