



ADMINISTRATIVE GUIDELIN-pW0.32 5.a(DE)-4(L)-4(I)-8(N-pW

_____ and submit it to Human Resources (North Bay) prior to the appointment.

* teaching staff -

- x inform the successful applicant that he/she must arrange a meeting with Human Resources prior to commencement of duties.
- x inform successful applicant that he/she must provide a satisfactory CRC and Certificate of Non-Criminal Record to the Human Resources Department prior to commencement of duties.
- x prepare Recommendation to Hire form and attach resumé of successful applicant and fax to the Manager of Human Resources 705-472-9927.