Hire Known Co-op Student + Conflict of Interest Disclosure Email Template

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| **Manager Information** | | |
| **PI Name** |  | **Phone Ext:** |
| **Program Manager**  (If applicable) |  | **Phone Ext:** |

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| **Candidate Information** | |
| **Name of Candidate:** |  |
| **Candidate’s Ontario Address:** |  |

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| **Assignment/Payroll Information** | | |
| **Position:** | Co-op Student | |
| **Start Date:**  (Important – [**Refer to HR Notification Deadlines**](https://unitynet.unity.local/departments-programs-services/research/research-employment/).  Must be a Monday, unless a statutory holiday, in which case it must be Tuesday) | **Click here to enter a date.** | |
| **End Date:**  (If applicable.  Casual assignments must be temporary) | **Click here to enter a date.** | |
| **Pay Rate:**  (hourly) | **Choose a Pay Rate** | If other, please specify: $ |
| **Work Type:**  (formerly Job Status) | Casual – Co-op Students are casual employees but usually work FT | |
| **Payroll Information:** (Please refer to the attached spreadsheet [**Research Org Units**](https://unitynet.unity.local/departments-programs-services/research/research-employment/)) | **GHR Organization Unit Name:**  **Organization Unit Number:** | |
| **Payroll Time Entry Person:** | | |
| **\*NOTE:** **You must inform your time entry person that they will have a new person starting on payroll. If you don’t know your time entry person, please contact the Research Employment Coordinator.** | | |

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| **Accounting Unit & Project Number(s):**  **Refer to the** [INFOR CloudSuite](https://research.unityhealth.to/infor-cloudsuite/) **page for Project numbers** | | | | |
|  | **Company** | **Accounting Unit** | **Project Number** | **Percentage (%)** |
| **1** |  |  |  |  |
| **2** |  |  |  |  |
| **3** |  |  |  |  |
| **4** |  |  |  |  |
| **\*NOTE: All PI’s who own any of the above mentioned cost centre(s) must be copied in the request for RFA approval.\*** | | | | |

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| **Conflict of Interest Disclosure for Hiring this Candidate:** | |
| Is the candidate a family member of the supervisor (or the individual responsible for the decision to engage this incumbent)? | **Choose answer** |
| Is the candidate affiliated with an organization in which the supervisor or the supervisor’s family member has a financial or ownership interest? | **Choose answer** |
| (Family Member includes a spouse, domestic partner, child, parent, sibling, grandparent, grandchild or other close relation. For the purpose of this policy (i.e., Research Conflicts of Interest), a family relationship includes biological relationships, adoptive relationships, relationships created through marriage and other relationships in which care-giving or dependency exists.  Please note that if you check “Yes”, before this hire can be processed this information will be forwarded to the Office of Research Administration for review under the Research Conflicts of Interest Policy) | |

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| **Additional Questions** | |
| **Is the candidate on a work permit or study permit? If yes, please submit a copy with this hiring package.** | **Choose an item.** |
| **Will the candidate be residing outside of Ontario during their employment at UHT?** | **Choose an item.** |

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| **Criminal Check** | |
| Have you advised the candidate that a Criminal Check will be required before their start date?   Consent will be obtained through email from HR in advance of issuing the contract letter) | Choose answer |
| Unity Health Toronto conducts Criminal Record Checks for all external candidates. We ask that you advise the candidate that a Criminal Check will be required before their start date***.*** Candidates may not begin working at UHT prior to submitting a Criminal Check which they will complete via email in advance of their first day at work.  For purposes of the Criminal Record Check, we need the following information from the Candidate: | |
| Candidate legal first name |  |
| Candidate legal last name |  |

**\*NOTE: Please save the completed template as a Microsoft Word document, NOT as a PDF\***