

Contract Staff Access Request Form

This form is completed if you would like to request access to Guelph General Hospital (GGH) systems and facilities for contract employees who work on site at Guelph General Hospital (GGH). Please note: Processing of this form requires a minimum of 10 business days from the time the form is submitted to when the employee can work on site.

As per GGH policies and procedures, in addition to submitting this form, all contract employees who work onsite at GGH must have the following completed through their home organization **before** their first day onsite at GGH:

1. Signed GGH Confidentiality & Privacy Agreement
2. Satisfactory Criminal Record/Vulnerable Sector Check
3. Up to date Immunizations as per the GGH's Immunization Policy based on the OHA's Communicable Disease Surveillance Protocol

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In the event of an incident at GGH, the home organization needs to be able to provide these records to GGH if requested.

More details on the requirements and forms can be found on our website at <https://www.gghorg.ca/careers/> under Contract Staff Information.

Completed forms must be submitted to HRPOC@gghorg.ca.

Employee/Job/Organization Information

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|---|
| <p>Organization:</p> <p><input type="checkbox"/> Grand River Hospital <input type="checkbox"/> Homewood Health Centre <input type="checkbox"/> Local Health Integration Network</p> <p><input type="checkbox"/> Paladin Security <input type="checkbox"/> Marek Hospitality <input type="checkbox"/> Other: _____</p> |
| <p>Last Name of the Employee:</p> |
| <p>First Name of the Employee:</p> |
| <p>Expected First Day Onsite at GGH (DD MM YY):</p> |
| <p>Job Role:</p> |
| <p>Is this a new role?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> |
| <p>Is this replacing another employee?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If yes, please submit a termination request for the employee being replaced.</p> <p>Enter name of previous incumbent: _____</p> |



Will this employee need parking?
 Yes No

By signing below, you are attesting and confirming that the above-noted contract employee will have completed the requirements outlined herein before their first day onsite at GGH:

Name

Position/Title

Signature

Date