

Recruitment & Selection Procedures

*The recruitment and selection process with CLTB typically is a 5 to 6 week process from the pre-screening to the orientation date.

Application

Submit to Human Resources:

- **External Application Form**
- **Resume & Cover Letter**
- Proof of First Aid & CPR
- Proof of education

Pre Screening Questions

Pre-screening questions sent to applicants via provided email. All guestions must be answered by the deadline given.

Interviews

Selected applicants are contacted to set up an interview at main office

(only a few applicants are selected each round, based on applications and pre-screening responses)

Assessment

Reference Checks

Employment and Academic references contacted. A minimum of 3 professional references must be provided.

CLTB Orientation

All new hires are required to attend 2 full-day general orientation sessions to learn the basics about CLTB.

Training

must be completed through orientation.

Onboarding

Meet with Human Resources to pick up your hiring package and begin the onboarding process. Please bring your SIN #

Review new hire requirements

Receive CLTB Email & training login information

Discuss your knowledge, skills, and interests to determine which location(s) you may be a match for.

Assessment

Conditional Offer

An employment offer is given to successful applicants. The offer is conditional on the

receipt of a clear Vulnerable Sector Criminal Record Check.

Criminal Record Check (PVSC)

Submit the letter from CLTB to the police station online at www.thunderbaypolice.ca/ The completed PVSC must be forwarded to Human Resources immediately after receiving it.

Specific Location Orientations

Attend at least two in-home orientations for each location vou are matched with.

You are now ready to begin your career as a Support Worker for CLTB!

Basic online training modules HRDownloads before attending

Paperwork

Submit to Human Resources at or before CLTB Orientation

- First Aid & CPR Certificate
- Proof of education
- TB Skin Test
- Recent Police Check (PVSC)

If driving people supported:

- **Drivers Abstract**
- Copy of Drivers License and Insurance Policy