This is a sample Employee Face Sheet. It is not the only way to do meet this requirement and so is not prescriptive in nature. But it is one suggested way of doing so.

Employee Face Sheet

Employee Name: Sally Ann Smith

Address: 123 Main Street

Toronto ON

M1P 3F6

Phone: (647) 123-4567

SIN#: 111 444 222

Date Of Birth: December 2, 1980

Dependents: Son - Terry Smith DOB March 12, 2005

Daughter – Alicia Smith DOB April 16, 2008

Emergency Contacts: 1) Matthew Smith – Husband (647) 789-1111

2) Cecily Cresswell – Mother (416) 123-3000

Employment History With The Salvation Army

Date Position and Details Salary

January 4, 2017 Hiring – Residential Care Worker $14.00

April 4, 2017 End Of Probation Increase $14.50

April 1, 2018 Merit Increase $15.20

Jan 1, 2019 Promotion – Shelter Supervisor $18.00

File Contents

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| --- | --- | --- |
| Number | Item | Date Received Or Entered |
| 1 | Application For Employment | Dec. 3, 2016 |
| 2 | Resume | Dec. 3, 2016 |
| 3 | Offer Letter / Employment Contract – Signed Copy | Dec. 19, 2016 |
| 4 | Copy Of Degrees, Diplomas, Certificates | Jan. 4, 2017 |
| 5 | Position Description – Residential Care Worker | Jan. 4, 2017 |
| 6 | Criminal Record Check – Date | Jan. 4, 2017 |
| 7 | Confidentiality Statement – Signed Copy | Jan. 4, 2017 |
| 8 | Code Of Ethics For Social Services – Signed Copy | Jan. 4, 2017 |
| 9 | Code Of Conduct – Signed Copy | Jan. 5, 2017 |
| 10 | Territorial Abuse Policy – Signed Copy | Jan. 5, 2017 |
| 11 | Territorial Computer Access Policy – Signed Copy | Jan. 5, 2017 |
| 12 | Workplace Harassment, Discrimination, and Violence Prevention Policy – Signed Copy | Jan. 5, 2017 |
| 13 | Employee Handbook Received and Read – Signed Copy | Jan. 10, 2017 |
| 14 | Orientation Checklist – Signed Copy | Jan. 29, 2017 |
| 15 | Policy And Procedure Manual Received and Read – Signed Copy | Feb. 1, 2017 |
| 16 | Armatus Online Abuse Prevention Certificate | Feb. 1, 2017 |
| 17 | Health And Safety Training Modules Certificates | Feb. 15, 2017 |
| 18 | Benefit Selection Form | Mar. 1, 2017 |
| 19 | PEAC – End Of Probation – Signed Copy | March 31, 2017 |
| 20 | Standard First Aid Certificate | Nov. 1, 2017 |
| 21 | PEAC – Annual Review | Feb. 10, 2018 |
| 22 | Certificate – Suicide Prevention | June 3, 2018 |
| 23 | Certificate – Naloxone Training | Sept. 6, 2018 |
| 24 | Position Description – Shelter Supervisor | Jan. 1, 2019 |
| 25 | PEAC – Annual Review | Feb. 20, 2019 |
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