

NL(103)E Screening Coordinator's Log – For Registration



Applicant Information

| | | |
|--------------|-------|----------|
| Surname | First | Middle |
| Phone Number | Fax | E-mail |
| Branch | | Division |

| | | |
|--------------------------|-----------------|--|
| Step 1 – Initial Meeting | Date Completed: | |
|--------------------------|-----------------|--|

Applicant has received:

- | | |
|--|--|
| <input type="checkbox"/> Screening Form | <input type="checkbox"/> Drug and Alcohol Policy |
| <input type="checkbox"/> Harassment Policy Statement | <input type="checkbox"/> Contact Information for Screening Coordinator |
| <input type="checkbox"/> Safety Policy | <input type="checkbox"/> Description of Volunteer Duties |

Applicant has provided:

- | | |
|--|---|
| <input type="checkbox"/> Contact Information | <input type="checkbox"/> Completed NL(101)E |
|--|---|

| | | |
|---------------------------------------|-------|--|
| Step 2 – Start of Probationary Period | Date: | |
|---------------------------------------|-------|--|

| | | |
|--------------------------------|-----------------|--|
| Step 3 – Local Reference Check | Date Completed: | |
|--------------------------------|-----------------|--|

- All provided references and employers have been contacted and have provided positive recommendations.
- Information has been collected which may lead to a negative recommendation.
(Attach Relevant Details)

| | | |
|------------------------|-----------------|--|
| Step 4 – The Interview | Date Completed: | |
|------------------------|-----------------|--|

Interviewer 1

Interviewer 2

Interviewer 3

- All interviewers are satisfied with the information provided by the applicant.
- Information has been collected which may lead to a negative recommendation.
(Attach Relevant Details)

| | | |
|--------------------------------|-------------------|--|
| Step 5 – Branch Recommendation | Sent to Division: | |
|--------------------------------|-------------------|--|

| | | |
|----------------------------------|------------------------|--|
| Step 6 – Division Recommendation | Confirmation Received: | |
|----------------------------------|------------------------|--|

| | | |
|----------------------------|------------------------|--|
| Step 7 – National Approval | Confirmation Received: | |
|----------------------------|------------------------|--|

| | | |
|-------------------------------------|-------|--|
| Step 8 – End of Probationary Period | Date: | |
|-------------------------------------|-------|--|

Progress review with CO 1 2 3 4 5 6

Observation of Applicant 1 2

Completed Successfully:

Applicant Declined:

NL(103)E Screening Coordinator's Log – For Renewal



Applicant Information

| | | |
|-----------------------------|----------------------------|-------------|
| Surname | First | Middle |
| Phone Number | Fax | E-mail |
| Date of Birth (dd/mmm/yyyy) | Volunteer Screening Number | Expiry Date |
| Branch | Division | |

| | | |
|--------------------------|-----------------|--|
| Step 1 – Initial Meeting | Date Completed: | |
|--------------------------|-----------------|--|

Applicant has received:

Screening Form

Contact Information for Screening Coordinator

Applicant has provided:

Contact Information

Completed NL(107)E

| | | |
|--------------------------------|-----------------|--|
| Step 2 – Local Reference Check | Date Completed: | |
|--------------------------------|-----------------|--|

All provided references and employers have been contacted and have provided positive recommendations.

Information has been collected which may lead to a negative recommendation.
(Attach Relevant Details)

| | | |
|--------------------------------|-------------------|--|
| Step 3 – Branch Recommendation | Sent to Division: | |
|--------------------------------|-------------------|--|

| | | |
|----------------------------------|------------------------|--|
| Step 4 – Division Recommendation | Confirmation Received: | |
|----------------------------------|------------------------|--|

| | | |
|----------------------------|------------------------|--|
| Step 5 – National Approval | Confirmation Received: | |
|----------------------------|------------------------|--|

Completed Successfully:

Applicant Declined:

Note: Once completed, this form (along with any supporting documentation) must be sent to:

National Screening Coordinator
The Navy League of Canada

c/o National Office