

NL(103)E Screening Coordinator's Log

Applicant Information

Surname	First	Middle
Phone Number	Fax	E-mail
Branch		Division

Step 1 – Initial Meeting	Date Completed:	
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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 – Probationary Period	Date Established:	
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Step 3 – Local Reference Check	Date Completed:	
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- 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:	
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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:	
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Step 6 – Division Recommendation	Confirmation Received:	
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Step 7 – National Approval	Confirmation Received:	
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Step 8 – End of Probationary Period	Completed:	
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- Interview with CO 1 2 3 4 5 6
- Observation of Applicant 1 2

- 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
305 Rideau Street,
Ottawa, ON K1N 9E5