

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:	
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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:

Contact Information Completed NL(101)E

Step 2 – Start of Probationary Period Date:

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: _____

Step 8 – End of Probationary Period Date:

Progress review with CO 1□ 2□ 3□ 4□ 5□ 6□

Completed Successfully:

Observation of Applicant 1 2

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:
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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:
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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 3 – Branch Recommendation	Sent to Division:
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Step 4 – Division Recommendation	Confirmation Received:
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Step 5 – National Approval	Confirmation Received:
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Completed Successfully:

Applicant Declined:

Note: Once completed, this form (along with any supporting documentation) must be kept confidential and securely stored at the Branch, in accordance with the Personal Information Protection and Electronic Documents Act.

National Screening Coordinator
The Navy League of Canada
66 Lisgar St
Ottawa, ON K2P 0C1