

Contract Staff Termination Request Form

The Contract Staff Termination Request Form will delete access to our systems and facilities for employees who no longer work on site at Guelph General Hospital (GGH).

This form must be completed and submitted by the Human Resources Department and or the Manager/Supervisor of the employee in your organization. Completed forms must be submitted to HRPOC@gghorg.ca.

Employee/Job/Organization Information:

Organization: <input type="checkbox"/> Grand River Hospital <input type="checkbox"/> Homewood Health Centre <input type="checkbox"/> Local Health Integration Network <input type="checkbox"/> Paladin Security <input type="checkbox"/> Marek Hospitality <input type="checkbox"/> Other: _____
Last Name of the Employee:
Frist Name of the Employee:
Effective Date (DD MM YY):
Job Role:
Will this employee be replaced? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please submit a Contract Access Request form for the new employee.
ID Badges must be returned to Human Resources at 73 Delhi Street, 1 st floor suite 104 or the Main Information Desk at 115 Delhi Street, Main Entrance on the employee's last day of work.