



Checklist

PROFESSIONAL RESEARCH ASSOCIATE RESEARCH SCIENTIST

*Documentation that must accompany each
appointment forwarded to Human Resources*

- Letter of Offer** (original)
- [Job Information Form](#) (original)
- Curriculum Vitae
- Memorandum of Agreement** – 2 copies (original)
- [Personal Information Form](#) (original)
- [Direct Deposit Form](#) (optional)
- [TD1 and TD1SK](#) (Tax Forms) (original)
- Visa Information (if applicable)