

TEACHER CONTRACT AND BENEFITS

CHECKLIST OF THINGS TO DO ON ARRIVAL IN EUROPE

PURPOSE

To provide a checklist of requirements on arrival

CHECKLIST OF THINGS TO DO	AFNORTH	SHAPE
<input type="checkbox"/> HOUSING ADMINISTRATION	Brunssum Detachment Housing 0031-45-526-2017	0032-6544-6008
<input type="checkbox"/> APPLIANCES	Base Supply CFSU (E) – make arrangements for lamps, washer, dryer, transformers 0049-2451-717178	SHAPE Detachment – housing 0032-6544-6008
<input type="checkbox"/> MOVE HOUSEHOLD GOODS AND EFFECTS TO NEW HOUSE	DESC-E: 0049-2451-717213	DESC-E: 0049-2451-717213
<input type="checkbox"/> MOVING EXPENSE CLAIM	DESC-E: 0049-2451-717213 make an appointment to finalize your moving expense claim	DESC-E: 0049-2451-717213 make an appointment to finalize your moving expense claim
<input type="checkbox"/> STATEMENT OF ORDINARY RESIDENCE (SOR)	DESC-E: 0049-2451-717213 Canada elections act require that you Statement of Ordinary Residence (SOR)	DESC-E: 0049-2451-717213 Canada elections act require that you Statement of Ordinary Residence (SOR)
<input type="checkbox"/> CAR DELIVERY AND DRIVERS LICENSE	1. DESC-E 0049-2451-717213 for delivery 2. Contact Brunssum Det for detailed information on drivers permit. Note: For general information on Canadian vehicles brought into Europe: See http://www.cfsue.de/Personnel_Services/WelcometoGk/POMV_e.htm	1. DESC-E 0049-2451-717213 for delivery 2. Contact SHAPE Det for detailed information on drivers permit. Note: For general information on Canadian vehicles brought into Europe: See: http://www.cfsue.de/shape_renamed/Documents/Posted_to_SHAPE_e.doc
<input type="checkbox"/> ID-FROM SUPPORT DETACHMENT	Brunssum Detachment 1. Brunssum NATO ID Card – application form from Det. – take completed ID form to office at front gate of AFNORTH to obtain card. 2. SOFA stamp for dependants – bring all passports	SHAPE Detachment 1. SHAPE NATO ID Card – application form from Det. 2. SOFA stamp for dependants – bring all passports
<input type="checkbox"/> RATION CARDS	Brunssum Detachment	SHAPE Detachment
<input type="checkbox"/> AMERICAN ID CARD FOR SHOPPING	Pick up for Schinnen ID card in person with family at Brunssum Det U.S. section. Schinnen Card. (1) Yellow - Commissary Brunssum Det. U.S. section (2) Green - Schinnen IACS card Schinnen base	Pick up from SHAPE Detachment American ID card.

OSAP 300.04.5 ANNEX A - MOVING TO EUROPE AND MOVING FROM EUROPE

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<input type="checkbox"/> ALIEN CARD	Brunssum Detachment – Marechausse building	SHAPE Detachment
<input type="checkbox"/> MAIL KEYS	Brunssum Detachment	Canadian Post Office in headquarters building
<input type="checkbox"/> TELEPHONE ARRANGEMENTS	Brunssum Detachment - confirm connection dates	SHAPE Detachment - confirm connection dates
<input type="checkbox"/> MEDICAL	NATO Airbase – US Medical Clinic – bring all family member files	Canadian Medical Clinic – bring all family medical files.
<input type="checkbox"/> DENTAL	NATO Airbase – Canadian Dental Clinic – bring all family dental files	Canadian Medical Clinic – bring all family dental files.
<input type="checkbox"/> VISIT CMFRC – IF NOT DONE DURING HHT	NATO Airbase	Located in SHAPE
<input type="checkbox"/> CIVILIAN PERSONNEL OFFICE – EMPLOYMENT OPPORTUNITY FOR DEPENDENTS	http://www.cfsue.de/RCPO/Index_e.htm	http://www.cfsue.de/RCPO/Index_e.htm

GENERAL INFORMATION

TOPIC	AFNORTH	SHAPE
DENTAL SERVICES	http://www.cfsue.de/Personnel_Services/Welcome_toGK/Dental_e.htm	SHAPE dental office 0032-6544-5885
DEPENDENT'S RESIDENCE PERMIT (POLICE REGISTRATION OF ALIENS)	All dependants over the age of 15 must have an Alien Card – Contact Brunssum Detachment for further information.	
CANADAIN CUSTOMS REGULATIONS AND PERSONAL TAX INFORMATION	http://www.cra-arc.gc.ca/	
PERSONAL OBLIGATIONS	1. Keep a bank account open in Canada 2. Make an arrangements for school board for direct deposit of pay to Canadian account	
PASSPORTS	Teachers and dependants must have a valid passport for the duration of the LOSA. Note: Holders of Quebec birth certificates issued prior to 1994 please refer to the following web site. www.ppt.gc.ca	
PHOTOGRAPHS	Bring 5 additional passport photos.	
PETS	An entitlement exists to claim the cost of shipping a pet up to a maximum of \$650.00 Canadian funds. Shipment of pets is claimed as part of your DND 1654-Moving Expense Claim. Expenses that exceed the maximum allowance may be claimed on income tax. A health certificate must be issued prior to the pet's departure but it is only good for five days from the date of issue. Teacher is to advise DCBA 5-2 and sponsor of intention to ship a pet as it affects air travel, and accommodation selection.	
TRANSPORTATION TO BRUNSSUM	All airline transportation will be arranged by DCBA 5/DEM. Airport pick up will be arranged through your sponsor. Nearest airport Maastricht	All airline transportation will be arranged by DCBA 5/DEM. Airport pick up will be arranged through your sponsor. Nearest airport Brussels
BANKING EUROPE	Banking arrangements are to be done during the house-hunting trip. Recommended bank for AFNORTH teachers – AMRO Bank - SHAPE teachers - Fortis Banque	
UTILITIES	All utilities are included in your rent	

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TOPIC	AFNORTH	SHAPE
LOCAL TAXES	If a local tax bill is received contact DESCE 0049-2451-717213	
POSTAL SERVICES	Canadian Forces Post Offices located at each location provides all the services that you would find at post offices in Canada	
LEARNING TO DRIVE	You cannot obtain a European drivers license without holding a valid Canadian drivers license. Valid for contract period (duration of posting).	
VEHICLE INFORMATION	http://www.cfsue.de/Personnel_Services/WelcometoGk/POMV_e.htm and http://www.cfsue.de/shape_renamed/Documents/Posted_to_SHAPE_e.doc NOTE: Vehicle must be registered in teachers name.	
YOUR PRIVATE TELEPHONE AND INTERNET SERVICE	Apply for this while on your house-hunting trip as it takes several weeks for hook-up.	
RELIGIOUS FACILITIES	International inter-denominational churches	
COMMUNITY ACTIVITIES	http://www.cfsue.de/Personnel_Services/Welcome_toGk/Leisure_e.htm	http://www.cfsue.de/shape_renamed/Activities_e.htm
SHOPPING	Refer to welcome package	
FAMILY RECORDS	Carry by hand school, medical, dental and any other pertinent records.	
HOUSEHOLD ITEMS/WHAT TO BRING	Refer to welcome package	

A FINAL WORD

REMEMBER THAT THE MOST IMPORTANT THINGS THAT YOU CAN BRING WITH YOU ARE YOUR SENSE OF HUMOUR AND THE FEELING THAT YOU ARE STARTING A NEW ADVENTURE.
