

# Nishnawbe-Aski Legal Services Corporation

ᐱᐱᐱᐱᐱᐱᐱᐱ ᐱᐱᐱᐱᐱᐱᐱᐱ ᐱᐱᐱᐱᐱᐱᐱᐱ ᐱᐱᐱᐱᐱᐱᐱᐱ  
L"rCLr.Δᐱ

February 13, 2019

Personal & Confidential

Colette Shwetz  
12 First St  
Nipigon, ON  
P0T 2J0

**Mailing Address:**

1805 Arthur Street East,  
Thunder Bay, ON  
P7E 2R6

Tel: (807) 622-1413  
Fax: (807) 622-3024

Email: info@nanlegal.on.ca

Website:  
Http://www.nanlegal.on.ca



**Head Office:**

109 Mission Rd. Fort William First  
Nation, ON P7J 1K7

Dear Colette Shwetz,

RE: OFFER OF EMPLOYMENT

Congratulations! We are pleased to offer you a full time position as a Human Resources Clerk for Nishnawbe-Aski Legal Services Corporation.

Upon your acceptance of this offer, you will commence your position on February 13, 2019 at a salary of \$ 20.00 per hour. We offer a benefits package which will be further explained to you and we are waiving the waiting period. Also, please note, for "Status Indians" this income is currently tax exempt. Your office space is located in Thunder Bay, ON and your hours of work are between 9:00 a.m. and 5:00 p.m. Monday to Friday.

Jeff Robert will be your direct supervisor, and you will be accountable to the Executive Director for your overall performance.

We will set up your payroll information therefore please bring your banking information, social insurance number, and your Status Card (if applicable) to our HR Clerk on your first day. The overall conditions of your employment are governed by the Policies of NALSC as they are amended from time to time, as well as any applicable governing legislation. Please be advised that this offer is conditional based on our receipt of a recent Criminal Records Check.

We look forward to working with you and welcome you to the NALSC team!

Sincerely,  
Nishnawbe-Aski Legal Services Corporation

Jeff Robert,  
Acting Executive Director

Please confirm your acceptance of employment by providing your signature below.  
Thank you.

**ACCEPTANCE OF OFFER**

I, **Colette Shwetz**, hereby accept this Offer of Employment.

Dated at Thunder Bay this 13 day of **February, 2019**.

Signature