

EMPLOYEE NEW HIRE INFORMATION

Personal Information:

Full Name: _____
Last Name First Name Middle Initial

Address: _____
No. Street Apt./Suite

_____ City Province Postal Code

Home Phone No.: _____ *Alternate No.:* _____
Area Code Telephone No. Area Code Telephone No.

Social Insurance No.: _____ Birthdate: _____ Gender F ☐ M ☐
mm/dd/yyyy

Marital Status: Single ☐ Married ☐ Common Law ☐ Divorced ☐ Other ☐

Preferred Language: English ☐ French ☐

Email Address: _____

Emergency Contact Information:

Name: _____ Relationship: _____
Last Name First Name

Address: _____
No. Street Apt./Suite

_____ City Province Postal Code

Home Phone No.: _____ *Alternate No.:* _____
Area Code Telephone No. Area Code Telephone No.

Employee Signature: _____ Date: _____

Human Resources Use Only:

Position (Business Title): _____

Hire Date: _____ Process Level: _____ Employee No.: _____

FT ☐ PT ☐ Student ☐ Contract/Term ☐ Comp Rate \$ _____ Hrly / Annual

G/L Cost Center: _____ G/L Acct. No.: _____ Dept. Code: _____

Job Code: _____ ADP Job Title: _____

TD1 Federal _____ TD1 Provincial _____ Direct Deposit Info Sent to P/R: Y ☐ N ☐

HR Signature: _____ Date: _____
Print Name Signature