

New Employee Information Form

Hiring Date

Full Name

SIN number

Date of Birth

Personal Information

Primary Phone number
(Mobile)

Secondary Phone number
(Home)

Email Address

Address

City

Province

Postal Code

Position Title

Gender

Spousal Information

Spouse Name

Number of children

Child's Name (1)

Child's Name (2)

Child's Name (3)

Bank Information

Bank Number

Transit Number

Account Number

Emergency Contact Information

Full Name

Primary Phone number
(Mobile)

Email Address

Address

City

Province

Postal Code

Relation

Gender

Initials

Terms of Employment

DECLARATION AND ACCEPTANCE OF TERMS: Before you sign, please read the “Employee Orientation Handbook” provided by the Hiring Manager.

I, _____ hereby certify that I have read and agreed to be bound by the terms of employment as outlined the “Employee handbook.”

Signature

Date