

# Employee Handbook

## Policies and Procedures

### Section 5: Forms

#### 5.6 New Hire Information

*(This portion to be completed by EMPLOYEE)*

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Telephone #: \_\_\_\_\_

D.O.B. : \_\_\_\_\_ S.I.N.: \_\_\_\_\_

TD 1 (FED) ( ) TD1 (PROV) ( ) Blank/Voided Cheque: ( )

#### Emergency Contact:

Name: \_\_\_\_\_

Contact Numbers: \_\_\_\_\_

Relationship to you: \_\_\_\_\_

*(This portion to be completed by Ministry and Personnel Committee)*

Date of Hire: \_\_\_\_\_ Position: \_\_\_\_\_

Reports to: \_\_\_\_\_

Salary: \$ \_\_\_\_\_ per ( ) annum ( ) hour ( ) contract

\$ \_\_\_\_\_ Housing Allow \$ \_\_\_\_\_ Travel Allowance \$ \_\_\_\_\_ Telephone

Additional Benefits: \_\_\_\_\_

Status: ( ) Ministry Personnel ( ) Lay Employee

( ) Permanent Full time ( ) Permanent Part-Time (if PPT, hours per week) \_\_\_\_\_

( ) Contract Full time ( ) Contract Part-time (if contract, start/end dates) \_\_\_\_\_

Attach copy of ( ) offer of employment ( ) contract ( ) job description

Submitted by: \_\_\_\_\_ (M&P)

*(This portion to be completed by FSA-Office Administrator)*

STD HRS per pay period \_\_\_\_\_ Salary per pay period: \_\_\_\_\_

Vacation %age: \_\_\_\_\_ TD 1 (FED) \_\_\_\_\_ TD 1 (PROV) \_\_\_\_\_

V1-Mar26-2012