**EMPLOYEE HIRE FORM**

|  |  |  |  |
| --- | --- | --- | --- |
| ***LAST NAME*** | ***FIRST NAME*** | ***BAND NUMBER\**** | ***MALE FEMALE*** |
| ***SOCIAL INSURANCE NUMBER*** | ***HIRE DATE*****(AAAA-MM-JJ)** | ***END DATE*****(AAAA-MM-JJ)** | ***DATE OF BIRTH*****(AAAA-MM-JJ)** |
| ***ADDRESS*** | ***CITY*** | ***POSTAL CODE*** |
| ***WORK EMAIL*** | ***PERSONAL EMAIL*** |
| ***CELLULAR NUMBER*** | ***HOME NUMBER*** |
| **SALARY DETAILS** | ***HOURLY RATE*** | ***ANNUAL SALARY*** | ***NUMBER OF HOURS PER PAY PERIOD*** |
| **DETAILS OF POSITION** | ***TITLE OF POSITION*** | ***SUPERVISOR*** | ***DEPARTMENT*** |
| **VACATION DETAILS** | **VACATION ENTITLEMENT** | **RATE %** | **PAID AT EACH PAY PERIOD** |
|  |  | ***YES NO*** |
| **COMMENTS** |  |
| ***SIGNATURE OF EMPLOYEE*** | ***SIGNATURE OF SUPERVISOR*** | ***DATE*****(AAAA-MM-JJ)** |

\*PLEASE INCLUDE YOUR BAND CARD

\*\*PLEASE ATTACH A VOID CHEQUE FOR DIRECT DEPOSIT