**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