



# NISHNAWBE - ASKI Legal Services Corporation

## Employee Information

### 1. Personal Information

Full Given Name: Ostamas Robert M  
Last First M Initial.

Address: 740-5 Franklin Street South  
Street Address Box #

Thunder Bay ON P7E 1K9  
City/Town Province Postal Code

Home Phone: (807) 355-6760 Alternate Phone: ( )

Primary Email: cm\_ostamas@hotmail.com DOB 01/27/1972  
M/D/Y

SSN #: 495-313-694 Status # 18301674-01

### 2. Job Information

Title: Community Legal Worker Employee ID: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Department: \_\_\_\_\_

Work Location: Thunder Bay Work Email: rostamas@nanlegal.on.ca

Work Phone: ( ) Cell Phone: (807) 355-6760

Start Date: October 21, 2021 Benefits \_\_\_\_\_ Pension: Y / N \_\_\_\_\_

Term Date: \_\_\_\_\_ Salary: \$ \_\_\_\_\_

### 3. Emergency Contact Information

Full Name: Ostamas Frank GK  
Last First M Initial.

Address: 740-5 Franklin Street South  
Street Address Box #

Thunder Bay ON P7E 1K9  
City/Town Province Postal Code

Primary Phone: (807) 630-7942 Alternate Phone: ( )

Relationship: Brother





**NISHNAWBE-ASKI LEGAL SERVICES CORPORATION  
OATH OF CONFIDENTIALITY**

As a person working at Nishnawbe-Aski Legal Services Corporation (“NALSC”) you are privy to confidential material. Confidentiality of client and NALSC information is essential. While at NALSC, you shall not disclose to any member of the public any confidential information obtained during his/her position with NALSC.

All NALSC files are to be treated as confidential material and may not be disclosed except in accordance with the provisions of NALSC’s policies and Service Agreements. No one is to read files except in so far as the position requires it. Files are not to be discussed at any time with anyone within NALSC, except for NALSC related business.

Confidentiality also applies to information about financial and personnel matters or any other confidential information that is attained during your position with NALSC. We are entrusted with the confidential records of clients and of personnel throughout the Corporation and are always expected to comply with NALSC’s Oath of Confidentiality Agreement.

**EMPLOYEE STATEMENT OF NON-DISCLOSURE**

I have read and understand this statement. I agree to abide by NALSC’s Oath of Confidentiality Agreement as a condition of my position at Nishnawbe-Aski Legal Services Corporation. Unauthorized disclosure of any confidential material may result in my immediate discharge from my position and may result in further legal action.

I acknowledge that I am bound by the terms of this agreement and further, that these confidentiality requirements continue after my position with NALSC has ceased.

  
SIGNATURE

October 21, 2021  
DATE

ROBERT OSTAMIAS  
PRINT FULL NAME

  
SIGNATURE OF WITNESS

October 21, 2021  
DATE

Cameron Cassidy  
PRINT FULL NAME OF WITNESS

**How to Set up Direct Deposits or Pre-Authorized Debits**

**Customer Name**

ROBERT OSTAMAS

**Transit No.**

6	0	9	2	7
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**Inst. No.**

0	0	4
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**Account No.**

6	3	1	9	8	9	0
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Use the account details provided to set up Direct Deposits and Pre-Authorized Debit Payments.

**Direct Deposit**

Direct Deposit is the most convenient way to receive recurring deposits (i.e. pay, pension, government payments, annuity, interest, etc.) with immediate access to funds. There are no holds on your funds or a need for special trips to your local branch or ATM to deposit your cheques.

**To set up a Direct Deposit with the federal government:**

1. Visit [www.directdeposit.gc.ca](http://www.directdeposit.gc.ca) for a Government of Canada Direct Deposit enrolment form and use your account information from the fields above when completing the form.
2. If you do not have a cheque to void, have your local TD Canada Trust branch stamp the enrolment form.
3. Once complete, mail the enrolment form to the address provided.

*Note: Additional information may be required on the form such as your Social Insurance Number or date of birth. The form includes a toll free number for support with completing the form.*

**To set up a Direct Deposit with your employer:**

1. Provide your account information from the fields above to the payroll department of your employer or company pension provider.

**Pre-Authorized Debit (PAD)**

A Pre-Authorized Debit (PAD) is an automatic withdrawal taken directly from your TD Canada Trust account by a company or financial institution that you have authorized to do so. PAD is a great way for you to save time with bill payments (i.e. utilities, credit cards) you pay by mail, at the ATM, in branch or by phone; and may help you avoid late fees.

**To set up a PAD:**

1. Call or visit the website of the company you wish to set up a Pre-Authorized Debit (PAD) with to obtain a PAD Agreement and use your account information noted from the fields above when completing the Agreement.
2. If the company allows for online form submission on its website, you will need to first register for its website and should follow the instructions provided.

*Note: If your billing company accepts Visa Debit in Canada (or Visa internationally) and you have the **enhanced TD Access Card**, setting up a PAD will be easier than ever! Simply provide them with the card's 16 digit number in place of the account information noted above.*