

## **NEW EMPLOYEE DETAIL FORM**

Personal Information:				
First Name:	Last Name:			
Date of Birth (YYYY/MM/DD):				
Phone #:	Alt. #:			
Email ( <i>Personal</i> ):				
Home Address:				
# Street City	Province	Postal Code		
Mailing Address (if different):				
P.O Box City	Pronvice	Postal Code		
Employment Information:				
Start Date:	Employee #:			
Employment Type:			BUDGET CODE:	
Permanent	Employment Status:	Full Time	BUDGET CODE.	
Contract		Part Time Casual		
End Date:		Salary:		
Position:		•		
Manager:		Grid:		
Banking & Payroll Information:				
Name of Bank:				
Account #:				
Transit #:				
Institution #:				
 SIN #:				
Tax Exemption:				
Declaration Form Attached?				
Yes Band Membersh No - Fed/Prov Tax Forms Att	nip #:	<del> </del>		
No - Fed/Piov Tax Forms All	аспец			
Pension and Benefits:				
Pension Eligibility Date:				
Benefit Eligibility Date:		<u> </u>		
Finance Only:				
Date Received:	Entered into Adagio S	Entered into Adagio Systems by:		