



**Nishnawbe-Aski Legal
Services Corporation**

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NEW EMPLOYEE DETAIL FORM

Personal Information:

First Name: _____ Last Name: _____
Date of Birth (YYYY/MM/DD): _____
Phone #: _____ Alt. #: _____
Email (*Personal*): _____

Home Address:

#	Street	City	Province	Postal Code
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Mailing Address (if different):

P.O Box	City	Province	Postal Code
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Employment Information:

Start Date: _____ **Employee #:** _____
Employment Type: _____ Employment Status: _____ **BUDGET CODE:**
Permanent Full Time
Contract Part Time
End Date: _____ Casual
Salary: _____
Position: _____ Pay Band: _____
Manager: _____ Grid: _____

Banking & Payroll Information:

Name of Bank: _____
Account #: _____
Transit #: _____
Institution #: _____
SIN #: _____

Tax Exemption:

Declaration Form Attached?
Yes *Band Membership #:* _____
No - *Fed/Prov Tax Forms Attached*

Pension and Benefits:

Pension Eligibility Date: _____
Benefit Eligibility Date: _____

Finance Only:

Date Received: _____ Entered into Adagio Systems by: _____