



**Nishnawbe-Aski Legal Services Corporation**

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**NEW EMPLOYEE DETAIL FORM**

**Personal Information:**

First Name: Susan Last Name: Nelson  
 Date of Birth (YYYY/MM/DD): 1967/09/03  
 Phone #: 705-272-4449 Alt. #: 705-465-8284  
 Email (Personal): sue.nelson67@outlook.com

**Home Address:**

2029 Con 2&3 Cochrane ON P0L 1C0  
 # Street City Province Postal Code

**Mailing Address (if different):**

P.O. Box City Province Postal Code

**Employment Information:**

Start Date: December 4, 2023 Employee #: \_\_\_\_\_  
 Employment Type:  Permanent  Contract  
 End Date: \_\_\_\_\_ Employment Status:  Full Time  Part Time  Casual  
 BUDGET CODE: MCYS 8040  
 Position: Restorative Justice Worker Salary: 55,736  
 Manager: Leahan Parrott Pay Band: 6  
 Grid: 1

**Banking & Payroll Information:**

Name of Bank: CIBC  
 Account #: 0389234  
 Transit #: 00492  
 Institution #: 010  
 SIN #: 476-025-994

**Tax Exemption:**

Declaration Form Attached?  
 Yes Band Membership #: 2330022701  
 No - Fed/Prov Tax Forms Attached

**Pension and Benefits:**

Pension Eligibility Date: March 4, 2024  
 Benefit Eligibility Date: March 4, 2024

**Finance Only:**

Date Received: \_\_\_\_\_ Entered into Adagio Systems by: \_\_\_\_\_