



**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

Mailing Address (if different):

P.O Box City Province Postal Code

Employment Information:

Start Date: _____ **Employee #:** _____

Employment Type:

- Permanent
 Contract

Employment Status:

- Full Time
 Part Time
 Casual

BUDGET CODE:

End Date: _____

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: _____