

Employee/Contractor Information:

First Name: _____

Last Name: _____

SIN: _____

Date of Birth: _____

Address: _____

Phone: _____

Email: _____

Please attach a VOID Cheque for Direct Deposit

Office Use Only:

Hire Date: _____

Position: _____

Work Location: _____

Hourly or Annual Rate:

Vacation Policy: 4% paid each pay or accrued or other (please indicate)

Authorized Signature: