

## 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: