|  |  |
| --- | --- |
| (Please replace this image with your company logo)  (Disclaimer: This document is for illustrative purposes only. Please check with your legal counsel before use.) |  |

# Employee Information Form

## PERSONAL INFORMATION

|  |  |  |  |
| --- | --- | --- | --- |
| Full Name: |  |  |  |
|  | Last | First | Middle Name (optional) |

|  |  |  |  |
| --- | --- | --- | --- |
| Preferred name: |  | Birthday (dd/mm/yy): |  |

|  |  |  |
| --- | --- | --- |
| Address: |  |  |
|  | Street Address | Apartment/Unit # |

|  |  |  |  |
| --- | --- | --- | --- |
|  |  |  |  |
|  | City | Province | Postal Code |

|  |  |  |  |
| --- | --- | --- | --- |
| Home Phone: |  | Cell Phone: |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Work Email: |  | Personal Email: |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Dietary restrictions or Allergies: |  | [Custom Field] | i.e. tshirt size, favourite food… |

## JOB INFORMATION

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Title: |  | Employee ID: | |  |
| Manager: |  | | Department: |  |
| Location: |  | | Status (FT/PT): |  |
| Start Date: |  | | Salary: | $ |

## EMERGENCY CONTACTS

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| CONTACT 1: |  | |  | |  |
|  | Last Name | | First Name | |  |
| Primary Phone: |  | Alternate Phone: | |  | |
| Relationship: |  | | | | |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| CONTACT 2: |  | |  | |  |
|  | Last Name | | First Name | |  |
| Primary Phone: |  | Alternate Phone: | |  | |
| Relationship: |  | | | | |

## BANKING INFORMATION

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| SIN #: |  | : | |  |
| Bank Account Name: | (i.e. Checking) | | Transit #: |  |
| Institution #: |  | | Account # |  |

**Please Note**

*We collect your banking info so that we can easily add you to payroll or other services that require direct deposit. All of the information you need to set up direct deposit can be found at the bottom of a cheque.*

*See the diagram below to find the 5-digit branch number, 3-digit financial institution number, and the 7-digit account number.*

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