



## EMPLOYEE INFORMATION FORM

First Name \_\_\_\_\_ Middle Initial \_\_\_\_\_ Last Name \_\_\_\_\_

SIN Number \_\_\_\_\_ Date of Birth (DD/MM/YYYY) \_\_\_\_\_

\*if SIN number starts with a 9 please also include Visa and SIN documents.

### Section 1: Rehire Section - Complete this section if you have previously been employed at ST.FX

Has any of your personal information changed?

Yes Please complete Section 2

No Please fill out new **TD1** and **TD1NS** forms and return to hiring manager

### Section 2: New Hire Section - Complete this section if you have never been employed by ST.FX

Civic Address \_\_\_\_\_

City \_\_\_\_\_ Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Phone #: \_\_\_\_\_ Email Address: \_\_\_\_\_

Emergency Contact Name: \_\_\_\_\_ Emergency Phone #: \_\_\_\_\_

Relationship \_\_\_\_\_

#### **TD1 and TD1NS**

#### **Banking Information – attach direct deposit form or void cheque**

\*Your pay will be deposited to your bank account. Your account must be with a Financial Institution in Canada. You must attach a void cheque or a form from your bank providing the electronic information (Institution Name, Institution Number, Transit Number and Account Number) for automatic deposit. If you do not provide this information, you will not be paid.\*

Please return completed form, federal and provincial TD1's and any required documents to your hiring manager

Signature \_\_\_\_\_ Date: \_\_\_\_\_