



## New Employee Information Sheet

Full Legal Name (Please provide a copy of photo ID)	
Current Mailing Address	
Home Phone Number	
Cell Phone Number	
Email Address	
Birth Date	
SIN (Please provide a copy of your SIN)	
Payroll Information: Please attach a void cheque, or complete the fields below, or provide a Direct Deposit Form from your bank.	
Transit No.	
Bank No.	
Account No.	
Emergency Contacts: In the case of an emergency at work, or in the event that you are absent and we cannot reach you, we will contact one of your emergency contacts below.	
<u>Emergency Contact #1</u>	
Name	
Relationship to you	

Home Phone Number	
Cell Phone Number	
Email	
<u>Emergency Contact #2</u>	
Name	
Relationship to you	
Home Phone Number	
Cell Phone Number	
Email	

*\*This Record will be kept in your employee file. Please remember to keep this information up-to-date; any changes should be provided to the \_\_\_\_\_.*