



EMPLOYEE INFORMATION FORM

First Name: _____ Middle Initial: _____ Last Name: _____

SIN: _____ Date of Birth (MM/DD/YYYY): _____ Gender: _____

*if SIN starts with a 9, please also include work/study permit 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 – Complete Section 2

No – Fill out new [TD1](#) and [TD1NS](#) forms and return to the hiring manager

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

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/Bank ID, Transit Number, and Account Number) for automatic deposit. If you do not provide this information, you will not be paid.

Please return this completed form along with your completed TD1, TD1NS, and any other required documents to your hiring manager

Signature: _____

Date: _____