

NEW HIRE FORM

COMPANY: _____

To Be Filled Out By Employee:

Name: _____

Social Insurance Number: _____

Date of Birth: _____

Address: _____

Please include full mailing address with any PO Boxes & Postal Codes for T4 delivery

Phone Number: _____

Email: _____

Would you like your pay stubs & T4 emailed? ☐ Yes ☐ No

To Be Filled Out By Company:

Position: _____

Rate of Pay: \$____.____ / HOUR

4% Vacation Pay: ☐ Pay out every period ☐ Retain for lump sum payment