

New Employee Hiring Form

EMPLOYEE INFORMATION:

Salutation: **Dr** First Name(s): Initial(s): Last Name:**Smith**

Employee

ID

123345

Date of Birth

(MM/DD/YYYY)

090266

Permanent Address:

Street: **200 University Ave**

City:**Waterloo**

Province:**Ontario** Country:**Canada**

Postal Code:**N2L 3G1**

CONTRACT INFORMATION:

Start Date: (MM/DD/YYYY)

09232020

Chair / Director Name:

Georgia Smythe

ACCOUNTS TO BE CHARGED:

Monthly Salary:\$100,000 (Excluding vacation pay)

Description of Duties:

Scheduled

Weekly Hours:

Fun job

Note: This form does not imply or guarantee consideration for a further appointment at the completion of the term. In case of a new appointment, this form should be accompanied by a standard resume.