



Employee Information Form

First Name: _____ Surname: _____ Phone: _____

Address: _____ City: _____

Province: _____ Postal Code: _____ Email address: _____

Legal Land Description/Physical Address: _____

Gender: Male Female
Marital Status: Single Married Common-Law Separated/Divorced Widowed Other

Date of Birth: _____ SIN: _____
mm/dd/yyyy

Emergency Contact (optional): _____ Relationship: _____ Phone No.: _____

Have you had previous employment with Chinook's Edge School Division? Yes / No Previous Name _____

Are you coming directly from an employer where you had membership with a pension plan? Yes / No
If yes please state the Name of the pension plan: _____

Electronic Pay Deposit

All Payroll and expense claim payments will be electronically deposited. Payroll can be distributed into more than one account or bank and can be split by flat amount or by percentage (no decimals). All information must be completed for each account or bank. All pay to one account should be indicated as 100%. **A void cheque or financial Institution information form MUST be provided for each account.**

Financial Institution Name: _____

Deposit Type: _____ Amount \$ _____ or Percent _____ % or Balance _____

Financial Institution Name: _____

Deposit Type: _____ Amount \$ _____ or Percent _____ % or Balance _____

By signing below, I hereby authorize Chinook's Edge School Division to deposit my earnings to the above account(s). I also acknowledge and authorize the following:

- Pay statements and T4s are provided electronically through the Chinook's Edge School Division Employee Self Service secure website with the ability to print copies as required.
- If an error occurs during the processing of payroll, corrections will be made in the month following the discovery of the error. Payment arrangements may be made to accommodate the employee.

Signed: _____

Date: _____