



**Employee Information Request
Human Resource Information System**

Employee ID #	
Employee Record #	
Date of Hire	

The information on the form must be completed for the Human Resource Information System. This data is required to update and maintain our employee database and will be held in the strictest of confidence. Please submit this form to your Human Resource Officer.

Remember you need to call the Benefits phone number in your Job Offer Letter to book yourself for a documentation session. You will need to bring applicable certificates, including; marriage certificate, divorce decree, your birth certificate and the birth certificate of your spouse and dependants to documentation with you.

Please Print

Last Name	First Name	Initial	S.I.N.
Date of Hire (dd/mm/yy)	Street Address		
Mailing Address	Same as Above		
City/Town	Territory/Province	Postal Code	Country
Email Address	Telephone Day ()	Other Evening/Fax ()	Cell ()
Marital Status (Circle One) Married Divorced Single Common-Law Widow (er)		Marital/Common-Law Status Date dd/mm/yy	
Gender M / F	Date of Birth (dd/mm/yy)		

Emergency Contact Information

Contact Name Name	Relationship	Primary Contact Yes No
Address		
City/Town	Territory/Province	Postal Code Country
Telephone Day ()	Evening / Fax ()	Cell ()

Declaration

I verify that the statement made by me in this form is true and complete. I further understand and agree that false statements may result in dismissal.

Signature

Date

Information Entered By

Date