

**Employee Information Request**  
**Human Resource Information System**



<b>Employee ID #</b>	
<b>Employee Record #</b>	
<b>Date of Hire</b>	

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**

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

**Emergency Contact Information**

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

**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