**CARIE**

**Casual New Hire/Rehire**

**Information Checklist Human Resources**

**Ph** 403-320-3378 **Fax** 1-888-465-3212

3000 College Drive S. Lethbridge, AB T1K 1L6

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| **PERSONAL INFORMATION** | | | | | | | |
| **Legal First Name:** | | | | **Last Name:** | | | **Middle Initial:** |
| **Preferred Name if Applicable:** | | | | | | **Employee ID:** | |
| **Mailing Address + Postal Code** |  | | | | | | |
| **Telephone Number:** | | | | | **Email:** | | |
| **Birth Date YY/MM/DD:** | | | | | **Social Insurance Number:** | | |
| **CHECKLIST** | | | | | | | |
| **Banking Information for Direct Deposit** | | | | | **Resumé (fax, email or send directly to HR)** | | |
| **INTERNATIONAL STUDENTS/EMPLOYEES** | | | | | | | |
| **Visa/Passport and/or Study Permit**  **Social Insurance Number ‘9’** | | | * Original documents must be brought to Human Resources for copying * Obtaining a SIN # or to renew an existing one – see Service Canada. * To obtain an employment contract please contact Human Resources. | | | | |
| **FACULTY** | | | | | | | |
| **Transcript(s) are a condition of employment for faculty** | | * Original transcript or credential, reflecting highest level of education, can be sent directly to Human Resources within two weeks of start date | | | | | |

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| **EMERGENCY CONTACT INFORMATION** | | | |
| **Name:** | | **Relationship:** | |
| **Street Address:** | | | |
| **City:** | **Province:** | | **Postal Code:** |
| **Phone No.:** | **Evening:** | | **Alternate:** |

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| **PROJECT & CONTRACT DETAILS** |

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| --- | --- | --- | --- | --- | --- | --- | --- |
| **Project Title:** | | | | **Position No.:** | | | **Workflow No.:** |
| **Supervisor/Dept Contact:** | | | | **Start Date:** | | **End Date:** | |
| **Duties/Responsibilities:** | | | | | | | |
| **Number of Hours:** | **Total:** | | **Per Month:** | | **Per Week:** | | |
| **Hourly Rate Pay: $** | | **Total Budget for Position: $** | | | **GL:** | | |