**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.
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| **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:** |