



STUDENT/CASUAL EMPLOYMENT RECORD FORM

Personal Information

Surname:		First Name & Initials:	
Permanent Address:			City:
Province:	Postal Code:	Telephone No:	
Are you a student?: Yes () No () If yes: Full-Time () Part-Time ()			
Trent Student No: _____			
If not a Trent student, name of educational institution: _____			
Social Insurance Number: ____ - ____ - ____		TDI Income Tax Forms: Federal: Attached () Currently on File () Provincial: Attached () Currently on File ()	
Bank Information: (if not already on file)			
A cheque marked "VOID" or complete direct deposit information provided by your bank must be attached.			
I certify that my status is: Canadian Citizenship Status () Landed Immigrant Status () Other () Please specify: _____ (A valid student employment authorization must be attached)		Internal University address to which statement of earnings will be sent:	

Employment Information

Bi-Weekly

Start Date:	End Date:
Account(s) to be Charged: ____ - ____ - ____ ____ - ____ - ____	Rate of Pay per Hour: \$ _____ (Vacation Pay at 4% is added to each bi-weekly pay) <i>NB: Every pay generates an employer paid expense</i>

OR

Monthly

Start Date:	End Date:		
Account(s) to be Charged: ____ - ____ - ____ ____ - ____ - ____	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;"> Monthly Salary: \$ _____ Hours per Week _____ (Salary will be pro-rated accordingly depending on start and end dates) </td> <td style="width: 50%;"> Vacation: + 4% each month _____ OR Time off _____ <i>NB: Every pay generates an employer paid expense</i> </td> </tr> </table>	Monthly Salary: \$ _____ Hours per Week _____ (Salary will be pro-rated accordingly depending on start and end dates)	Vacation: + 4% each month _____ OR Time off _____ <i>NB: Every pay generates an employer paid expense</i>
Monthly Salary: \$ _____ Hours per Week _____ (Salary will be pro-rated accordingly depending on start and end dates)	Vacation: + 4% each month _____ OR Time off _____ <i>NB: Every pay generates an employer paid expense</i>		

Brief description of work:

Authorization

Student/Employee Signature:	Date:
Supervisor's Signature:	Name of Supervisor: (please print)