

STUDENT/CASUAL EMPLOYMENT FORM

Personal Information

Surname:

First Name:

Permanent Address:

City:

Province:

Postal Code:

Telephone No:

Are you a student: Yes No

If yes, Full-time

Part-time

Trent Student #:

Email Address:

If not a Trent student, name of educational institution:

Social Insurance Number:

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I certify that my status is:

Canadian Citizenship Status

Landed Immigrant Status

Other Please specify:

(A valid student employment authorization must be attached)

Income Tax Forms:

Federal Attached

Provincial Attached

Banking Information:

Attached

On File

(A cheque marked "VOID" or complete direct deposit information provided by your bank must be attached for payroll/expense deposits)

Employment Information

Start Date:

End Date:

Job Title:

Department:

Internal University Address:

(if different than Dept)

Is this a New position

Replacement Position

If replacement, please indicate

previous employees name/employee # or VIP position #:

Brief description of work:

Account(s) to be Charged:

Rate of Pay Per Hour:

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Vacation Pay at 4% or 6% (> 5 years service) is added to each bi-weekly pay) NB: Every pay generates an employer paid expense

Authorization

To view payroll deadlines and pay dates, please visit www.trentu.ca/humanresources/payroll.

All new employees must complete the mandatory training. For more information, please visit:

www.trentu.ca/humanresources/new-employees

Employee Signature:

Date:

Supervisor's Signature:

Supervisor Name: