

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:

Campus Location:

Department:

Internal University Address:

*(if different than Dept)*

Is this a New position Replacement Position  
*previous employees name/employee # or VIP position #:*

*If replacement, please indicate*

Brief description of work:

Anticipated hours 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](http://www.trentu.ca/humanresources/payroll).  
All new employees must complete the mandatory training. For more information, please visit:  
[www.trentu.ca/humanresources/new-employees](http://www.trentu.ca/humanresources/new-employees)*

Employee Signature:

Date:

Supervisor's Signature:

Supervisor Name: