

STUDENT/CASUAL EMPLOYMENT RECORD 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: _____ - _____ - _____

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
previous employees name/employee # or VIP position #: If replacement, please indicate

Brief description of work: _____

Account(s) to be Charged: _____ Rate of Pay Per Hour: \$ _____

_____ \$ _____
 _____ \$ _____

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: _____