



New hire form: Sample template

Employee information

Personal information

Full name: _____
Last name *First name* *Middle initials*

Gender: _____ Title (Mr./Ms/Mrs./Other) _____

Address: _____
Street address *Apartment/unit #*

City *Province* *Postal code*

Home phone: _(____)_____ Cellphone: _(____)_____

Email address: _____

Social Insurance Number
or other government ID: _____

Birth date: _____ Marital status: _____

Spouse's name: _____

Spouse's employer: _____

Spouse's work phone: _(____)_____

Job information

Title: _____ Employee ID
(if applicable): _____

Supervisor: _____

Work location: _____

Email address: _____

Home phone: _(____)_____ Cellphone: _(____)_____

Start date: _____ Salary: _\$_____

Emergency contact information

Full name: _____
Last name First name Middle initials

Address: _____
Street address Apartment/unit #

City Province Postal code

Primary phone: _(____)_____ Cellphone: _(____)_____

Relationship: _____

Other information

Have you contributed to a pension plan within the past 30 days?

YES / NO

(please circle one)

If yes, please indicate the employer & pension plan name: _____

For payroll direct deposit purposes, please attach a void cheque to this form.

Please attach a completed and signed D1 form.

Date: _____ Employee signature: _____

Print name: _____

Date: _____ Employer signature: _____