

New Employee Information Form

THIS FORM MUST BE COMPLETED AND SUBMITTED TO DEPARTMENT STAFF BEFORE THE EMPLOYEE COMMENCES WORK.

Graduate students must receive approval from their program supervisors before accepting employment.

** TO BE COMPLETED BY NEW EMPLOYEE **

Employee Information

Last Name	First Name	Student Status
Person ID Number	Date of Birth	Social Insurance Number
Country of Citizenship (if not Canada)	* A copy/scan of work or study permit is required for non-Canadians.	Immigration Status
Street Address	City	Province
		Postal Code
Expiry Date		

☐ I am currently employed by the University of Alberta. (The Department may require additional information.)

** TO BE COMPLETED BY EMPLOYER **

Employment Details

Start Date	End Date	Hours (per week)	Max Hours
Description of Work			

Financial Details

Project Name	Speedcode	Combocode/Chartfield String
Rate of Pay	Max Pay	

PROTECTION OF PRIVACY: The personal information requested on this form is collected under the authority of Section 33 (c) of the *Alberta Freedom of Information and Protection of Privacy Act* for the purpose of use on the Department website and other promotional materials. Questions regarding the collection, use, and disposal of this information can be directed to: Joanne McKinnon (780.492.0130, jmckinno@ualberta.ca).