



# Information Collection Form

## Personal Info

First Name

Last Name

Address

City/State/Zip

Phone  Alt Phone

Email

## Employee Info

Employee ID

SIN

Salary

Bank

Credit Card #

## Employee Statements

General "As I reflect on my time here at , I'm genuinely proud of the strides I've made in my role. When I first joined the team, I was eager to contribute, albeit a bit uncertain when it came to our in-house processes. Over the past year, I've not only become proficient in our project management software, but I've also proposed several workflow optimizations that have been well-received by my colleagues. Balancing multiple client accounts has been challenging, yet it's a testament to the robust training and supportive environment here that I've been able to exceed my performance targets. My journey has been one of continuous learning, and I'm excited to see how I can further grow and contribute to our collective success."