



LIMESTONE DISTRICT SCHOOL BOARD NEW CASUAL EMPLOYEE INFORMATION FORM

Mr. Mrs. Ms. Miss

Last Name: _____ Employee #: _____
Office Use Only

First Name: _____ Middle Name: _____

Address: _____ City: _____

Prov: _____ Postal Code: _____

Phone Number: _____ Alternate Number: _____

S.I.N. _____ Birth Date: Month _____ Day _____ Yr _____

Pay days are every other Friday and by direct deposit only. Your first pay stub will be mailed to you. All further pay stubs will be sent electronically by email. You will receive your email address and PIN prior to the second payday.

**You must attach a Void Cheque or Provide Documentation from your Bank with
Electronic Deposit Information.**

- 1) **Do you hold an Ontario Teaching Certificate?** **Please Check**
YES NO
Do you expect to obtain your Ontario Teaching Certificate in the future? YES NO
It is your responsibility to advise Payroll immediately upon certification.

- 2) **Are you in receipt of the following retirement pensions?** **Please Check**
CPP YES NO TPP YES NO OMERS YES NO
If yes, you must provide written verification to Payroll.
It is your responsibility to advise Payroll immediately if this changes.

- 3) **I have been hired as:** **Please Circle**

Educational Assistant Lunchroom Supervisor Secretarial/Clerical

Occasional Teacher Caretaker Summer Student

Other: (Please complete details) _____

Location/Program: _____ **Expected start date if known:** _____

Instructions:

- A. This form should be completed and forwarded as soon as the information becomes available to:
LDSB - Board Office - Financial Services/Payroll
Postal Bag 610, 220 Portsmouth Avenue
Kingston, Ontario K7L 4X4
- B. If your tax exemption is greater than "Basic" or you wish to be "Tax Exempt", please ensure both a TD1 tax form & TD1ON tax form are completed and returned with this form.
- C. Refer to the Payroll Conference in the Staff Services section of the LDSB Area of First Class for the pay schedule or ask school secretary for schedule.