

**Form Instructions**

Please be sure to complete this form in its entirety based on the following instructions.

1. The following information is required to complete your hire process. Please complete the all fields indicated with a \* and submit with all your offer documents.
2. *As this information is important, incomplete or missing offer acceptance documents may impact your ability to start employment with TD Bank.*
3. If you are on a work permit, please be sure to include the SIN expiry date.
4. The Business Details and Additional Information sections are for Internal use only - do not complete these sections
5. If you have questions or require clarification on how to complete this form, please email [TD.TalentAcquisitionAdmin@td.com](mailto:TD.TalentAcquisitionAdmin@td.com)

**Personal Information**

<b>*Prefix</b> <input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/> Dr	<b>*Legal First Name</b>	<b>*Legal Middle Name</b>	<b>*Legal Last Name</b>	
<b>*Preferred First Name</b>		<b>*Preferred Last Name</b>		
<b>*Home Address</b>	<b>* City</b>	<b>* Province</b>	<b>*Postal Code</b>	<b>* Phone Number</b>
<b>* Social Insurance Number</b>	<b>* SIN Expiry Date (mm/dd/yyyy)</b>		<b>*Birth Date (mm/dd/yyyy)</b>	<b>* Gender</b>
<b>* Marital Status</b> <input type="checkbox"/> Common Law <input type="checkbox"/> Divorced <input type="checkbox"/> Married <input type="checkbox"/> Separated <input type="checkbox"/> Single <input type="checkbox"/> Widowed				

**Language Preference & Emergency Contact Details**

<b>* Correspondence – Language Preference</b> <input type="checkbox"/> English <input type="checkbox"/> French	<b>* Bilingualism</b> <input type="checkbox"/> English Only <input type="checkbox"/> French Only <input type="checkbox"/> English/French Bilingual <input type="checkbox"/> French/English Bilingual <input type="checkbox"/> English with some French <input type="checkbox"/> French with some English		<b>Other Languages</b>	
<b>*Emergency Contact Name</b>	<b>*Relationship</b>	<b>* Address</b>		
<b>* City</b>	<b>* Province</b>	<b>* Country</b>	<b>* Postal Code</b>	<b>* Primary Phone Number</b>

**Bank Account Information**

<b>* Direct Deposit – TDCT Branch ID (5 Digits)</b>	<b>* Direct Deposit – TDCT Bank</b>  004	<b>* Direct Deposit – TDCT Account # (7 Digits)</b>
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**Business Details – For Internal Use Only**

<b>*Business</b>	<b>*Cost Centre</b>	<b>*Location Cost Centre</b>	<b>*Province of Employment</b>	<b>*Salary Grade</b>
<b>*Job Code</b>	<b>*People Manager ID</b>	<b>*Background Check ID</b>	<b>*Employee Start Date (mm/dd/yyyy)</b>	

**Additional Information - For Internal Use Only**

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