

NEW HIRE FORM

| | | | | <u>Rehire</u> |
|----------------------------------|-----------------------|-------------|----------------|--------------------------|
| STORE #: | | | EMPLOYEE #: | For Head Office Use Only |
| NAME:LAST | FIRST | | MIDDLE | |
| LASI | FIRST | | MIIDDLE | |
| SIN: | SIN EX | KPIRY DATE: | MONTH DAY | YEAR |
| BIRTHDATE: MONTH DAY YEAR | PREFERED PRONOUNS: | | | |
| ADDRESS: HOUSE NUMBER AND STREET | | | | |
| CITY: | PROVINCE: _ | | POSTAL C | ODE: |
| PHONE: | E-MAIL ADD | RESS: | | |
| FIRST DAY WORKED: | | PART TIME | OR FULL TIME (| CIRCLE ONE) |
| POSITION: | | WAGE: | | |
| | ☐ 4% Vacation Accrual | | | |
| EMERGENCY CONTACT: | | | | |
| PHONE #: | | RELATIONS | HIP: | |
| STORE MANAGER:PRIN | | | | |
| PRIN | T | | SIGNATUR | RE |

NOTE THAT ALL ITEMS MUST BE FILLED IN TO BE ABLE TO PROCESS PAYROLL HOURS FOR NEW EMPLOYEE. MANAGERS MUST ENSURE ACCURACY AND COMPLETION BEFORE SUBMITTING TO HEAD OFFICE.