## 2015-16 NEW EMPLOYEE HIRE REQUEST FORM \*\*NOTCONTRACT\*\*

- 1. Return the completed form to Marie Schell, BGS 1030
- A CONTRACT will be produced from the information provided below .
   You will receive email notification to review and sign your contract (compensation requirement)

Employee Name:First Name Address:		Surname City:
Postal Code:		
Home Phone: (Area Code: )		Male <sup>.</sup>
Cell Phone: (Area Code: )		Female:
Social Insurance Number:		
Section 2 (To be completed by the	o Suporvisor) - POSITION	TITLE: Student Assistant
Section 2 (To be completed by the	e Supervisor) POSITION	
		Research Assistant
		Research Assistant
Appointment and Funding –	all fields must be co	Research Assistant
Appointment and Funding – First Day of Work:	all fields must be co	Research Assistant Impleted
Section 2 (To be completed by the Appointment and Funding — First Day of Work: Speed Code: Choose One Only:	all fields must be co	Research Assistant Impleted Work:

- a) \*\*\* IN THIS AREA PLEASE OUTLINE THE KEY OUTCOMES OR DUTIES (3 TO 5) FOR THE POSITION.
- b)
- c)

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Does the hourly or monthly rate include 4% vacation pay:

Yes

No