

2015-16 NEW EMPLOYEE HIRE REQUEST FORM

****NOT CONTRACT****

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

Section 1 (To be completed by employee)

Employee's Personal Information

Employee Name: _____
First Name Middle Name Surname

Address: _____ City: _____

Postal Code: _____ E-Mail: _____

Home Phone: (Area Code: _____) _____ Male: _____

Cell Phone: (Area Code: _____) _____ Female: _____

Social Insurance Number: _____ Date of Birth: _____
Year Month Day

Are you *currently* an undergraduate student Yes No

Are you *currently* employed at UWO Yes No

Were you *previously* employed at UWO Yes No

Were you a full-time student as of April 2016 Yes No

Are you registered or do you **anticipate** full-time studies in Sept. 2016 Yes No

**** UWO Employee ID Number** _____ if previously employed at Western.

Student Number: _____ Citizenship: _____

If not Canadian: Permit Number: _____ Work Permit _____ or Study Permit _____

Copy of Permit attached: Yes No _____

Section 2 (To be completed by the Supervisor) **POSITION TITLE: Student Assistant**

Research Assistant

Appointment and Funding – all fields must be completed

First Day of Work: _____ Last Day of Work: _____

Speed Code: _____ Hours per Week _____

Choose One Only:

Hourly Rate: _____ **OR** Monthly Rate: _____

1. Responsibilities of the Employee:

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
(Please note that an additional 13 % employment charge, based on the salary plus vacation pay, will be applied to your account.)

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Supervisor's Signature

Print Name (supervisor)

Date