

**PERSONAL INFORMATION FORM – CASUAL STAFF**

This form is for use within Human Resources. Personal information collected on this form is confidential, and is used by HR for the purpose of setting up casual employment assignments. Please note that Human Resources may disclose this information to relevant stakeholders as required.

This form must be completed by the employee upon initial hire at Carleton University.

Personal Information				
Were you previously employed at Carleton? YES <input type="checkbox"/> NO <input type="checkbox"/>		Banner ID? _____ If Student, please supply student number: _____		
Surname (Full legal name)	First Name	Middle Name	Title:	Gender: M <input type="checkbox"/> F <input type="checkbox"/>
Preferred Name (if different from first name)  <i>Payroll Use Only:</i>		Birth Date (YY/MM/DD)  <i>Validated?</i> <input type="checkbox"/> _____	Social Insurance Number  <i>Validated?</i> <input type="checkbox"/> _____	
Citizenship: <input type="checkbox"/> Canadian <input type="checkbox"/> Permanent Resident, specify citizenship: _____ <input type="checkbox"/> Temporary Resident, specify citizenship: _____				
* A copy of the Work/Study Permit and the Social Insurance Card must be submitted with completed application				

Permanent Address and Contact Information				
Address Delivery Line: Box / Street / RR				
City / Town	Province/State	Postal / Zip Code	Country	Local Telephone (including area code)
Email Address				

Campus Address		B3
Department Name	Type of Work to be Performed U/Grad TA <input type="checkbox"/> Grad TA <input type="checkbox"/> Grad Scholarship <input type="checkbox"/> OWS <input type="checkbox"/> Post. Doc. <input type="checkbox"/> Casual <input type="checkbox"/> Contract Instructor <input type="checkbox"/> Other <input type="checkbox"/>	

Payment Information
Carleton University policy states all staff are paid by direct deposit to a bank account of their choice. <b>Attach a void cheque or bank form.</b> <span style="float: right;"><i>Payroll Use Only - Banking Information Validated?</i> <input type="checkbox"/> _____</span>

Use of Information
Name and address information is shared by <b>Payroll, Human Resources, Student &amp; Development/Alumni Services</b> through the use of the <b>Banner Database</b> . The information supplied below will update any current name and address information in the Banner System and these updates will be utilized for any mailings from the aforementioned units.

The above information is collected for the purposes of Payroll Processing and T4 Reporting. If you have any questions about this form please contact Payroll Services at ext. 3628

Forward complete package to Payroll Services, 507 Robertson Hall:
<input type="checkbox"/> Personal Information Form
<input type="checkbox"/> Proof of Birth Date
<input type="checkbox"/> TD1/ TD1-ON Form
<input type="checkbox"/> Photocopy of Social Insurance Card
<input type="checkbox"/> Photocopy of Study or Work Permit
<input type="checkbox"/> VOID Cheque or Direct Deposit Advice

Office Use:	DATE	BY(Init.)
PPAIDEN:	____/____/____	____/____
PEAEMPL:	____/____/____	____/____
GXADIRD:	____/____/____	____/____
PDAEDN:	____/____/____	____/____
PEABARG:	____/____/____	____/____

The personal information requested on this form is collected in accordance with Sections 38(2) and 41(1) of the Freedom of Information and Protection of Privacy Act (FIPPA), R.S.O. 1990, c.F.31 as amended. The information provided will not be used for any purposes other than those stated upon this form unless the applicant provides express written consent. Should you have any questions concerning your personal information, please contact the Assistant Director, Employee Services, FIPPA Representative for Human Resources, Room 507 Robertson Hall, (613)520-2600 x8635. Carleton University is fully compliant with FIPPA and endeavours at all times to treat your personal information in accordance with this law.