

COLLEGE OF NEW CALEDONIA
Employee Information Form

Please use this form to record or make changes to your personal information.

NEW (Complete all sections)

CHANGE: (Complete the Required Data section and only the section(s) that have changed)

Effective date: _____

REQUIRED DATA: (Please print) Please be aware that to be legally allowed to work in Canada you must be one of the following, please check the applicable box: **A Canadian Citizen** , **A Permanent Resident** , or a **person who possesses a valid work visa** . If you have a valid work visa, please include a photocopy of the visa and a photocopy of the Social Insurance Number with Expiry Date.

SIN: _____

Work Visa Documents Attached: Yes N/A

Name (First/Initial/Last): _____

Signature: _____ Date: _____

EMPLOYEE PREVIOUS NAME IF CHANGED: (Attach legal documentation, i.e. Marriage certificate)

Name (First/Initial/Last) (Please print): _____

RESIDENTIAL ADDRESS:

Postal Code: _____

Phone Number: _____

MAILING ADDRESS: (If different from residential):

Postal Code: _____

EMAIL ADDRESS: (Please provide) _____

PAYROLL DIRECT DEPOSIT INFORMATION:

- In order to deposit your pay electronically we will need a "VOID" cheque attached with this form.
- In lieu of a "VOID" cheque an official information sheet from your bank stating bank name, address, bank #, Transit #, and bank account # will also be accepted.
- You may elect to deposit a portion of your pay into separate bank accounts. If this is required please phone the Human Resources department at 250-561-5828 or e-mail hr@cnc.bc.ca.
- We recommend that you confirm changes have taken effect with any new bank account(s) **prior to closing** your old bank accounts.

Privacy Notification: Your personal information is collected under the authority of section 26(c) of the Freedom of Information and Protection of Privacy Act (FIPPA). This information will be used for the administration of your employment with the College of New Caledonia. Questions about the collection of this information may be directed to Executive Director, Human Resources at 250-561-5828.

HR Only: Colleague College Pension Plan Municipal Pension Plan Manulife