

EMPLOYEE DATA SHEET

Store Location:							
TO BE COMPLETED BY EMPLOYEE (PLEASE PRINT CLEARLY)							
Last Name:							
Legal First Name:							
Address:	Apartment #:		Address:				
City:							
Postal Code:							
Home Telephone:							
Mobile Telephone:							
Email address:							
Date of Birth:	Day:		Month:		Year:		
Social Insurance Number:							
Emergency Contact:							
Name:							
Phone Number:							
Relation:							

TO BE COMPLETED BY MANAGER

New Employee	Re-Hire	Review/Change	Terminate
Interviewed by:		Hired by:	
Hire Date:		First Day Worked:	
Rate of Pay:			
<i>For pay increase only:</i>			
Current Rate:			
New Rate:		Effective Date:	

FOR TERMINATIONS ONLY:

Last Day Worked:	Day:		Month:		Year:		
Is Record of Employment Requested?							
Reason for Termination:				Store Managers signature:			