

New					
New				Male	Female
				X	

If you are a Canadian Citizen, Permanent Resident, or on a Work Permit, you must include your SIN in the space above. Federal regulations permit only the employment of Canadian Citizens, Permanent Residents or holder of Work Permits. Proof of status will be required.

Canadian	Permanent Resident	Work Permit
Verification of SIN Card:	Returning Employee	Verified by _____
Work Permit (if applicable)	Attached	On File
Banking Authorization:	Attached	On File
Current Year TD1 Tax Form:	Attached	On File
Current Year TD1ON Tax Form:	Attached	On File
Safety Training Acknowledgement Form:	Attached	On File

CONTRACT ELEMENTS:

Position Number: _____

SIA - Please check if eligible for 6% vacation pay
Effective date _____

Sessional Lecturer

- Lecturer I
- Lecturer I-Long Term
- Lecturer II
- Lecturer II-Long Term
- Lecturer III
- Lecturer III-Long Term

Writing Centre Instructor

- Writing Instructor I
- Writing Instructor I -Long Term
- Writing Instructor II
- Writing Instructor II-Long Term
- Writing Instructor II (priority)
- Writing Instructor II (priority)-Long Term

Starting Date: _____

Ending Date: _____

Course & Section: _____

Type of Work: _____

FIS Number - CC: _____

Order No.: _____

CF: _____

Fund No.: _____

	<u>Monthly</u>	<u># Of Months</u>	<u>Total for this contract</u>
Hours Worked	_____ x _____	=	_____
Salary	\$ _____ x _____	=	\$ _____

TOTAL SALARY (EXCLUDING Vacation Pay for SIAs & WIs, INCLUDING Vacation Pay for SLs)

Chair's Name (Please Print)	Telephone No.
Chair's Signature	Date

Forms Prepared By _____