

# Northeastern Catholic District School Board

101 Spruce Street North  
TIMMINS ON P4N 6M9

Telephone: (705) 268-7443  
Fax: (705) 267-3590

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## PERSONAL DATA - FULL-TIME NON-TEACHING

EMPLOYEE NO.: \_\_\_\_\_

NAME: \_\_\_\_\_ TELEPHONE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ POSTAL CODE: \_\_\_\_\_

DATE OF BIRTH: \_\_\_\_\_ S.I.N.: \_\_\_\_\_  
                            YEAR                      MONTH                      DAY

LOCATION: \_\_\_\_\_

DATE HIRED: \_\_\_\_\_ DEPARTMENT: \_\_\_\_\_

POSITION: \_\_\_\_\_ RATE/SALARY: \_\_\_\_\_

BANK: \_\_\_\_\_ ACCOUNT NUMBER: \_\_\_\_\_

CRIMINAL BACKGROUND CHECK DATE: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

APPROVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

**NOTE: ATTACH A VOID CHEQUE AND TD1 FORM TO THIS SHEET**

DO YOU WISH TO ENROL IN THE FOLLOWING BENEFITS:	YES	NO
DEPENDANT LIFE INSURANCE	_____	_____
EXTENDED HEALTH CARE:	_____	_____
DENTAL:	_____	_____

**LIFE INSURANCE AND LONG TERM DISABILITY ARE COMPULSORY.**

IN ACCORDANCE WITH THE MUNICIPAL FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT, 1989, THE INFORMATION WILL BE USED ONLY FOR THE PURPOSES FOR WHICH IT WAS COLLECTED.

Please forward to **Human Resources Department - Timmins Board Office.**

Revised Dec 02 Green