

Employee Personal Data Form

Part A: Biographical Information	
Last Name:	
First Name (Legal*):	
First Name (Preferred):	
Middle Name:	

**Your legal name is used for tax purposes and must match your SIN; your preferred first name will be used across college systems and reports, including your Fleming email address and username.*

Address:		City/Town:	
Province:		Postal Code:	
		Phone Number:	
Date of Birth (mm/dd/yyyy):		Gender:	<input type="radio"/> Woman <input type="radio"/> Man <input type="radio"/> Non-Binary/2-Spirit/Other
Social Insurance #:		Personal email address:	

Part B: Emergency Contact Information

Name:		Phone Number		Relationship to Employee	
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Part C: Fleming Employment Information

Department/School		Campus	
Manager/Chair's Name		Start Date (mm/dd/yyyy): <i>(contract faculty - first day in class)</i>	
Have you ever been a student or employee at Fleming?	<input type="checkbox"/> Yes, and my ID number is: _____ <input type="checkbox"/> No		

Part D: Payroll Information

EMAIL the following documents to hr@flemingcollege.ca BEFORE YOUR FIRST DAY OF WORK

1. **Tax Forms:** Federal TD1 and Provincial TD1ON forms
2. **Banking Information:** *Either* a void cheque OR Direct Deposit Form from your bank
 If you do not have a chequing account, contact your bank for written confirmation of your account information. In addition, please be advised the College's Finance Department processes employee expense statements by direct deposit; these deposits will be made into your primary payroll bank account. If you wish your expense payments deposited into a different account, you must contact the Accounting Department directly with your request.
3. **Proof of your eligibility to work in Canada (International SIN only) (If applicable)**
 - a. A copy of your SIN card or other document providing proof of your SIN
 - b. Work Permit

Fleming College is committed to building an inclusive and accessible learning and working environment. We believe in and promote the rights of all persons with disabilities as enshrined in the Canadian Charter of Rights and Freedoms, the Ontario Human Rights Code, and the Accessibility for Ontarians with Disabilities Act (AODA 2005) and its related Standards and Regulations. Through a collaborative approach, Fleming College will ensure the full participation of those with disabilities by making appropriate accommodations available throughout the recruitment, selection, and assessment process as well as throughout your entire employment. Should you require such an accommodation, please contact Human Resources in confidence at hr@flemingcollege.ca.

The College uses and discloses employee personal information for the purposes of administering your employment, including to facilitate the auditing of shared cost programs. If you have questions regarding the collection/use/retention of this information, please contact the Human Resources department at Sir Sandford Fleming College 705-749-5530.