

TO BE COMPLETED BY HIRING MANAGER. PROVIDE COMPLETED FORM TO STUDENT TO TAKE TO SERVICE CANADA TO GET SOCIAL INSURANCE NUMBER

NOTE: International Students can only work at the school where authorization to study was given by Citizenship and Immigration Canada.

International Student Personal Information (To be completed by the student)		
Title: Ms. Mr. Mrs.	Gender: Male Female	Date of Birth (D/M/Y):
Surname:		Given Name:
Address		
Apt#:	Street#	City:
Province/Territory:	Postal Code:	
Study Permit Document #: F	Date signed (D/M/Y):	Valid Until Date (D/M/Y):
To Be Completed by the Employer, On Campus Department or On-Campus Business Hiring the Student		
Name of On-Campus Department or On-Campus Business hiring the Student:	Employer's Name (please print):	
Civic address where the work will be performed:	_____	
	Employer's Signature	Date (D/M/Y)
Employer's Telephone:	Employer's Fax:	
Employee's Position Title:	Employee's Start Date (D/M/Y):	Employee's End Date (D/M/Y):
I have accepted this job offer.		
Signature of Foreign Student _____		Date (D/M/Y) _____

The personal information on this form is collected under the authority of the Ontario Colleges of Applied Arts and Technology Act, 2002. In accordance with the *Freedom of Information and Protection of Privacy Act*, it will be used only for the purpose of administering your payroll and other legally authorized administrative purposes within the college. Information requested regarding payroll may be shared when direct funding is provided by an external agency. If you have questions regarding the collection/use/retention of this information, please contact the Payroll Department at Sir Sandford Fleming College 705-749-5530.