

# Limestone District School Board

## New Employee Information Form

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Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ Middle Name: \_\_\_\_\_

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Preferred Name: \_\_\_\_\_

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SIN: \_\_\_\_\_ Employee Number: \_\_\_\_\_

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**If your SIN begins with "9", please provide proof of a valid work/study permit and the expiry date of your temporary SIN**

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Address: \_\_\_\_\_ City: \_\_\_\_\_ Province: \_\_\_\_\_

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Postal Code: \_\_\_\_\_ Phone Number: \_\_\_\_\_ Alternate Number: \_\_\_\_\_

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Date of Birth (m/d/year): \_\_\_\_\_ Personal email address: \_\_\_\_\_

Pay days are every other Friday and by **direct deposit only**. You must attach a void cheque or provide documentation from your bank with Electronic Deposit Information.

Your first Pay Advice will be mailed to you. You will receive notification of your email address and secure PIN via email. Future Pay Slips will be sent electronically by email to your personal e-mail address.

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**Please check the following:**

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Do you hold an Ontario Teaching certificate?	Yes	No	OCT #
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Are you awaiting your Ontario Teaching certificate?	Yes	No	
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Please list qualifications as listed on your OCT Certificate of Qualification:

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Please indicate if you are in receipt of the following retirement pensions?      CPP      TPP      OMERS

If yes, please provide proof

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Position Hired into: \_\_\_\_\_ Start Date: \_\_\_\_\_

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Location/Program: \_\_\_\_\_

If hired for occasional/casual work, please provide phone number to be used for dispatch purposes, if different from above:

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Have you worked for LDSB previously?	Yes	No
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If yes, please indicate position and provide LDSB Employee Number:

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**This form must be completed as soon as possible with a copy to: Human Resources and Payroll**

**Please attach a copy of a void cheque or direct deposit authorization form from your bank**

**If your tax exemption is greater than "Basic" or you wish to be "Tax Exempt", please ensure both a TD1 tax form & TD1ON tax form are completed and returned.**