New Hire Information

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| **First and Last Name:** |  | **Start Date at JJE:** |
| **Social Insurance/Social Security #:** |  | **Date of Birth:** |
| **Home Address: (**Include Postal Code/Zip Code) | | |
| Home Phone #: |  | **Cell Phone #:** |
| **Driver’s License #:**    Shirt Size: |  | **Personal Email Address:** |
| **Emergency Contact Person(s):** (Name, phone # and relationship to you) | | |
| **Dependent’s Names and Relationship to You:** (For purposes of Group Benefits) | | |
| 1) |  | 3) |
| 2) |  | 4) |
| **Please specify if you have any medical conditions you would like JJE to be aware of:** | | |
| Employee Bio: (We like to introduce new hires to the team, so we ask for a bio on who you are, what your hobbies and interests are, family member/pets, etc. – this is completely voluntary) | | |
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**Please return this form to Human Resources and include with it:**

* **Void cheque or direct deposit form for payroll purposes**
* **Copy of Driver’s License**
* **Recent photo**