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) |
|       |

**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**