

**Department of Human Resources**

**NEW STUDENT EMPLOYEE - PERSONAL INFORMATION**

 **(Please complete fully and accurately)**

Are you presently employed at the University of Windsor? □Yes □No Employee #

Have you ever been employed at the University of Windsor? □Yes □No

Are you a University of Windsor Student? □Yes □No

Social Insurance Number Student #

□Mr □Miss □Mrs □Ms Marital Status □ Male □ Female

First Name Middle Last

Former Name Date of Birth (YY/MM/DD) Health Ins #

Email address

Choose one: Canadian Citizen □

 Landed Immigrant □ Country

 Study permit □ Country

Working Visa □ Country

**PERMANENT ADDRESS AND PHONE NUMBER**

Number, Street Name, Apartment #

City, Province, Country Postal Code

(Area Code) Phone Number

**TEMPORARY ADDRESS AND PHONE NUMBER**

Number, Street Name, Apartment #

City, Province, Country Postal Code

(Area Code) Phone Number

**EMPLOYED BY (name of UNIVERSITY DEPARTMENT *that hired you*)**

Department Name Effective

***Complete this question only if different from University Dept that hired you***

University Department to Forward Pay Statement/Correspondence

**PLEASE INDICATE ALL THAT CURRENTLY APPLY: Must be completed for processing**

□ Undergraduate Teaching Assistant □ Graduate Teaching Assistant

□ Proctor □ Work Study

□ Research Assistant □ Wise Program

□ Co-op position □ Outstanding Scholar

□ Casual

**EMERGENCY CONTACT PERSON**

Name Relationship

(Area Code) Phone Number City/Province/Country

**NOTE: YOU MUST HAVE A BANK ACCOUNT IN ORDER TO BE PAID BY THE UNIVERSITY.**

 **PLEASE COMPLETE “AUTHORIZATION AGREEMENT FOR AUTOMATIC DEPOSITS FORM**”.

Student Signature Date