NEW HIRE FORM

| **Requester Information** |
| --- |
| First name of the requester  |  |
| Last name of the requester  |  |
| **Candidate Information** |
| Candidate's First Name |  |
| Candidate’s Last name |  |
| Candidate’s Personal Email Address |  |
| First name of candidate’s direct supervisor |  |
| Last name of candidate’s direct supervisor |  |
| Employment Details  |
| Employment Type  | * Fixed Term - has a set start/end date with no expectation of future employment
* Indefinite Term - has no fixed end date
 |
| Job Title/Role |  |
| Will this employee have direct reports? | * Yes - the employee has people reporting to them in the company organization chart.
* No - the employee does not have people reporting to them in the company organization chart.
 |
| Company Location to Attend (if/when required for their role) |  |
| Start Date | \_\_\_\_ /\_\_\_\_ /\_\_\_\_\_\_\_\_ Date Month Year |
| End Date | \_\_\_\_ /\_\_\_\_ /\_\_\_\_\_\_\_\_ Date Month Year |
| Schedule and Pay |
| Seasonality  | * Year-round
* Seasonal
 |
| Default Months of the year for Seasonal role. | * January
* February
* March
* April
* May
* June
* July
* August
* September
* October
* November
* December
 |
| Do you intend to pay only minimum wage? | * Yes
* No
 |
| If Yes, which minimum wage do you feel fits best? | * General Minimum Wage - easiest to administer and applies to most people.
* Student Minimum Wage - applies to those 18 years old or younger AND less than 28 hours/week during school OR up to full time during school.
* Unsure.
 |
| Wage type | * Hourly
* Salary
 |
| Starting wage |  |
| Starting wage per… | * Hour
* Pay Period
* Year
 |
| Typical hours of work per week |  |
| Typical number of days/shifts per week (of any duration) |  |
| Typical work schedule |  |
| Other schedule and pay details  |  |
| Other Information  |
| Has this candidate worked for this company previously? | * Yes
* No
 |
| If the employee will or could ever drive on [Organization Name] business (company or personal vehicle), would an [Insert Province and Licence Type] (or equivalent) be adequate?  | * Yes
* No
* Not Applicable
 |
| Additional Information  |  |

Candidate’s Resume - [Attach Candidate’s Resume]. (Unless the application arrived through a Bamboo job posting.)