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.)