

Notice of New Employee -Support Staff

Complete this form and submit to *Personnel Office*, Chancery, 1070 Waterloo Street, London, Ontario N6A 3Y2 or e-mail: jfurac@dol.ca

Parish Name: _____ **Parish No.:** _____

Name of Employee (indicate Miss, Mrs. Ms., Mr.) & middle initial:

Maiden Name (if applicable): _____

Status (married, single, other): _____

Address of Employee (include full address, city, town, postal code):

Home Telephone: _____ **E-mail Address (optional):** _____

Spouse's Name: _____

Date of Hire (day/month/year): _____ **Date of Birth**(day/month/year): _____

Languages spoken/written other than English: _____

Employee Position -(e.g. Business Administrator, Secretary, Receptionist, Bookkeeper, Housekeeper, Cook, Hall Manager, Custodian, Groundskeeper) note-Lay Ministers will be provided with specific employee profile):

Was a current role description provided: Yes _____ No _____

Number of hours working per week: _____

Type of Employment (full-time, part-time, contract, casual, other): _____

Salary per hour (or if other, specify) : _____

Payment Frequency (weekly, bi-weekly, bi-monthly, monthly): _____

Complete the following section if employee is entitled to Benefits and/or Pension:

Benefit Coverage (family, single): _____ **Benefits to commence:** _____

AD & D _____ **Other:** _____

Pension Plan Enrolment - date of commencement _____

Date Form Completed: _____ *Form completed by:* _____

Pastor/Supervisor Authorization: _____