

This form is to be completed by all **NEW Employees** or for a **CHANGE** in any of the following information. If you are a **new employee**, then you must complete:

Tax Credit Forms (TD1 and TD1 NS), Child Abuse Registry Form, Police Records Check, Self-Identification Survey (if applicable).

New Employee

Information Change

PLEASE PRINT: Title: Mr. Mrs. Ms. Miss Dr.

Surname: _____

First Name: _____
please circle preferred name

Middle Name: _____

Birthdate: _____

Social Insurance Number: _____

Teacher's Certification # _____
card must be presented for verification

SAP ID #: _____

Position Title: _____

School/Worksite: _____

Home Mailing Address: _____

_____ Postal Code: _____

Permanent Civic Address: _____

if different from Mailing Address

Phone #'s: _____ (Home) _____ (Cell) _____ (Work)

Email Address: _____

Have you been previously employed with a School Board in Nova Scotia? Yes No

If "yes", which Board? _____

Do you have an @staff.ednet.ns.ca email? Yes _____ No

please provide @staff email address

Marital Status: Single Married Widowed
Divorced Separated Cohabitate

Gender: Male Female

Completed Information (Regional Office Use Only):

TD1 & TD1 NS Forms Voided Cheque/Bank Info Self-Identification Form
 CAR _____ CRC _____
 (yyyy-mm-dd) (yyyy-mm-dd)

**Please complete and return this form to the
Human Resources Department**



**Mandatory Direct Deposit Information
(Account MUST be in your name):**

Attach a void cheque

OR

Verification from your bank or financial institution regarding your savings account

In order to process your pay, you MUST submit one of these documents with this form

PLEASE COMPLETE THE FOLLOWING INFORMATION REGARDING YOUR EMERGENCY CONTACT PERSON:

Name: _____

Relationship: _____

Civic Address: _____

Home Number: _____

Work Number: _____

Cell Number: _____

Are you currently in receipt of a Nova Scotia Teacher's Pension? Yes No

Employee Signature: _____

Date: _____

**Please complete and return this form to the
Human Resources Department**

Revised October 2016