



Employee Information Form

LEGAL NAME: the name that appears on your social insurance card/letter and the name used for Canada Revenue Agency documents. Read documentation on page 2 before completing.

Legal Last Name:	Legal First Name:	Legal Middle Name(s): (initial or full, based on what appears on your SIN Card/Letter)

PREFERRED/CHOSEN NAME (optional): this is your chosen/preferred name if different from LEGAL NAME above. The College will aim to use the chosen/preferred name whenever possible such as NSCC Staff and Outlook directories, communications in the organization, etc.

Preferred/Chosen Last Name:	Preferred/Chosen First Name:	Preferred/Chosen Middle Name(s):

Date of Birth (mm/dd/yy):	Marital Status:
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Do you have one of the following legal authorizations to work in Canada?:

I am a Canadian Citizen	Yes	No	If Yes , you will be required to provide your Social Insurance Number (SIN) on or before your start date
I hold a permanent resident (PR) card, or I have a valid, open work permit allowing me to work for any employer in Canada for the number of hours per week required of this position (e.g. if applying for a full-time position, my open work permit allows me to work up to 40 hours per week.)	Yes	No	If Yes , you must submit proof of legal authorization <i>prior</i> to your start date. You cannot begin work until legal authorization is received.

Are you a current or past **Student** or previously an **Employee** of NSCC? **Yes** **No**

If **YES**, what is/was your student or employee ID (W#)?:

If **YES**, and your name at the time was not the name above, what name would be on record?:

ADDRESS

Street/PO Box:	City:
Province:	Postal Code:
Primary phone #:	Alternate phone #: (if applicable)
Personal email address: (required for system access)	

Are you currently contributing to a pension plan outside of NSCC?**: **Yes** **No**

If **YES**, please indicate the name of the pension plan:

If **YES**, please indicate the employer that is sponsoring this plan:

Are you currently employed or on leave with this employer?:

Are you currently in receipt of either of these pension plans?**:

Nova Scotia Teacher's Pension Plan

Nova Scotia Public Service Superannuation Plan

If you are in receipt of NSTPP or NSPSSP, what organization did you retire from?:

If you are in receipt of NSTPP or NSPSSP, how many years of service did you have when you retired?:

***This information is required for NSCC's administration of pension and LTD benefits for employees.*

EMERGENCY CONTACT	
Name:	Relationship:
Street:	City:
Province:	Postal Code:
Primary phone #:	Alternate phone #: (if applicable)

For specific legal and business reasons, the College is required to collect Social Insurance Numbers (SINs) and legal names from employees. As a reminder, we ask that you show proof of your SIN on your first day of work as we do not accept SINs through email due to the sensitive nature of the information.

Why do we need to collect this information?

Social Insurance Number reporting

- The Social Insurance Number (SIN) is a nine-digit number that is required to work in Canada. You also need a SIN to file Canadian taxes.
- Subsection 237(1) of the Income Tax Act requires individuals who reside or are employed in Canada to give their SIN, upon request, to their information slip preparers. Those people without a SIN have to apply for one at the nearest Canada Employment Centre within 15 days of the date their information slip preparers ask for it.
- When these persons receive their SIN, they then have 15 days to give it to their information slip preparers. Those people who do not do so can be charged a penalty of \$100 for each failure, under subsection 162(6) of the Act.
- If you have a SIN starting with a 9, you are a temporary worker who is neither a Canadian citizen nor a permanent resident. Your temporary SIN is only valid until the expiry date indicated on the immigration document authorizing you to work in Canada. You will need to provide a copy of this document to your ESA prior to beginning employment. It is your responsibility to make certain your paperwork is up to date.

Last Name, First Name, Middle Name

Last Name, First Name, Middle Name is your **chosen/preferred name**. The College will aim to use an employee's chosen/preferred name wherever possible such as our directory, communication in the organization etc.

Legal Name

Legal name is the name that appears on your **social insurance card/letter** and is the name used for Canada Revenue Agency documents, Service Canada documents or other legal documents that require your legal name. By law, when the name of a person to whom a SIN has been assigned changes due to marriage or other circumstances, the person must apply to update their SIN record under the new name within 60 days.

NSCC is required to use the legal names of employees for:

- CPP Contributions
- EI premiums, claims, and Record of Employments
- Registered Pension Plans and RRSPs
- Enrolment in employee health and dental benefits
- Income tax identification purposes (TD1, T2200, T4 and T4A)
- Garnishment Regulations
- Immigration