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| ***Hire Information*** |
|  |  |
| ***(Select One ->)*** |[ ]  **NEW** |[ ]  **EXTENSION** |[ ]  **P/T FACULTY** | **FISCAL YR:** |  |
|  |  |  |  |  |  |  |  |  |
| **FIRST NAME:** |  | **LAST NAME**: |  | **GENDER:** | [ ]  | **M** | [ ]  | **F** | [ ]  | **X** |
| **EMAIL:** |  | **c#:** |  |
| **ADDRESS:** |  |
| **PHONE:** |  | [ ] Home # | [ ] Cell # | **WORK #:** |  | **EXT #:** |  |
| **PROGRAM:** |  |
| **CAMPUS:** |  | **POST SECONDAY INST:** |  |
|  |  |
| ***PROJECT NAME:*** |  |

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| ***APPOINTMENT TO STAFF*** |
| **REPORTS TO:** |  |
| **GROUP:** |[ ]  **Student** |[ ]  **SUPPORT STAFF** |[ ]  **ADMIN** |
|  |  |  |  |  |  |  |
|  |  | CODE: | LEVEL: |  |  | CODE: | LEVEL: |
| **EMPLOYMENT****CATEGORY***(****select******one****)* |[ ]  **CO-OP** | 42503 - COOP |  |  |[ ]  **ADMIN** | 41900-PTAD |  |
|  |[ ]  **POST GRAD STUDENT** | 42509 - PGRA |  |  |[ ]  **CASUAL** | 42500 -SSRR |  |
|  |[ ]  **RESEARCH STUDENT** | 42507 - PSTU |  |  |[ ]  **P/T SUPPORT (RPT)** | 42500 - SSRR |  |
|  |[ ]  **EBAT** | 42502 - PSTU |  |  |[ ]  **P/T FACULTY** | 42500 - SSRR |  |
|  |[ ]  **APPENDIX G** | 42513 - APPG |  |  |[ ]  **RESEARCH TECHNICIAN** | 42500 - SSRR |  |
|  |[ ]  **CONTRACT/non-instructional** | 46901 - CSNI |  |  |[ ]  **TEMPORARY SUPPORT** | 42500 - SSRR |  |
|  |[ ]   |  |  |  |[ ]   |  |  |

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| **START DATE:** |  |  **END DATE:**  |  |
|  |  |  |  |  |
| **WAGE TYPE:** |  | **RATE:** |  | **HRS/WEEK:** |  |
|  |  |  |  |  |  |  |
| **JOB SITE**: |  | **MAX HOURS:** |  |
|  | **If job site is not managed or operated by Lambton College and remote work agreement is not applicable supervisor must track and complete offsite safety review.** [**Offsite Work Tracking**](https://mylambton.sharepoint.com/%3Ax%3A/r/sites/HealthandSafetyManagementResearchInnovation-LambtonCollege/Shared%20Documents/General/Offsite%20Work%20Tracking.xlsx?d=w0c4a31ca351c483e826b247f3652ac1a&csf=1&web=1&e=vWuwKu)**(Work Location: Building No./Room No.)** |

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| **To be Completed by the Coordinator** |
|  |  |  |  |  |
| POSITION/TITLE: |  |  |
|  |  |  |
| COST CENTRE: |  | LAM: |  | PAYROLL CODE: |  |  |
|  |  |
| FUNDING SOURCE: |  | PROJECT/FUNDER NO.: |  |  |
|  |  |
| CENTRE/DEPT: |  | CENTRE/DEPT CODE: |  |  |
|  |  |  |  |  |

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| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| ***ACCESS:*** |[ ]  **HRIS** |[ ]  **LOGIN** |[ ]  **D2L** |[ ]  **JIRA** | [ ]  **TEAMS** | [ ]  **Colleague** | **Email** |[ ]  **@mylambton.ca** *(student)* |
|  |[ ]  **Free Employee Printing** |[ ]  **Key Card** *(Staff Lounge, Labs, Rooms Access)* |  |[ ]  **@lambtoncollege.ca** *(staff)* |

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| ***Eligibility to Work*** |
| • Does the new hire require a visa/work-study permit to work in Canada? [ ] **YES** [ ] **NO** • If yes, did the hire provide a copy? [ ] **YES** [ ] **NO EXPIRY DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**• If the new hire does have a visa/work permit, are there any restrictions limiting their role or number of hours? [ ] **YES** [ ] **NO** |

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| ***Qualifications, Milestones & Deliverables*** |
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|  |  |  |  |
| ***Initiator*** | ***Date*** |  |  |  |  |
|  |  |  |  |  |  |
| ***Verifier/Coordinator*** | ***Date*** |  | ***Approver*** | ***Date*** |

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| --- |
| ***COMMENTS:*** |