

VISA INFORMATION (PPAINTL)

Country of citizenship (if not Canadian): _____ Work Visa Date: _____ (DD-MON-YY)

Visa number: _____ Visa expiry date: _____

Comments: _____

TERMINATION INFORMATION (PEAEMPL)

Resigned: Contract expired: Other (specify): _____
 Record of employment requested Last day worked: _____ (DD-MON-YY)
Vacation hours to be paid: All outstanding or _____ hours
CTO hours to be paid: All outstanding or _____ hours

APPROVAL

Human Resources: _____
Signature Date
Pension and Benefits: _____
Signature Date
Payroll: _____
Signature Date

GENERAL INSTRUCTIONS

New appointments - complete all sections.
Changes - complete first block, employee's I.D. number and name, and all appropriate sections.
ie: An appointment is changed from probationary to regular.
* Complete first block, employee's I. D. number and name, Salary and Wage information block, and Position Appointment Type block.

Please phone if you have questions

Date received: _____