



EMPLOYEE DATA RECORD

HUMAN RESOURCES DIVISION

Clear Form

Legal Name: (i.e. Robert Jeffrey Smith)			
Preferred Name: (i.e. Bob)			
Preferred Mailing Name: (To be used on official documents i.e. Robert J. Smith)			
Address:			
City:		Province:	
Telephone Number:		Postal Code:	
E-mail Address: Your personal e-mail address will be used to distribute the following information when required: employment verification, payroll, benefits, OMERS and other employment related communications.			

Marital Status:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Married	Single	Other

Gender:			
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Social Insurance Number:			
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Date of Birth:			
	Year	Month	Day

Emergency Contact Name:			
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Relationship:			
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Emergency Contact Phone Number:			
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Individual Emergency Response Plan: (Optional)	<input type="checkbox"/>	<input type="checkbox"/>
Do you have a disability that would require you to need assistance during an emergency? If yes, an HR Advisor will contact you to assist with a plan.	Yes	No

Void Cheque Attached?	<input type="checkbox"/>	<input type="checkbox"/>
	Yes	No

Signature: _____

Date: _____

NOTICE OF COLLECTION OF PERSONAL INFORMATION

The personal information collected on this form is collected under the authority of the Income Tax Act and the Municipal Act, 2001, S.O. 2001, C. 25, and will be used to administer tax, benefits, and related programs. Your personal contact information, including your personal email address, will be used by the City of London and by OMERS to communicate with you regarding employment, pay, and pension related matters. Personal information may also be used for any purpose related to the enforcement of the Income Tax Act such as audit, compliance and collection activities. Your personal information may be shared or verified with other federal, provincial, territorial or foreign government institutions to the extent authorized by law. Your social insurance number is collected under section 237 of the Income Tax Act and is used for identification purposes. Questions about this collection should be addressed to the Manager, Employee Systems, 300 Dufferin Ave., London, ON N6A 4L9. Tel: 519-661-2489, ext. 1067, email: jkovacs@london.ca.