



Information for Student Appointment

Supervisor Name (print):			
Supervisor's Signature:			
Grant Project / Speed Chart Number:			
Position / Title:			
Student Name:			
Current Mailing Address:			Postal Code:
Contact Phone Number:			
Email Address:			
Gender:	Female:	Male:	
Student Number:			
Date of Birth:			
Social Insurance Number:			
Hiring Period:			
* Pay Rate:	\$		
	Per Hour	Per Period	Per Month
Appointment will not be processed until these two documents are received:	<p>1. Bullying & Harassment Certificate Preventing and Addressing Workplace Bullying and Harassment Training (online course) Upon successful completion, you will receive a certificate. Please forward the certificate to Connie Choi.</p> <p>2. Safety Orientation Checklist Please read the information carefully and email the signed ECPS Safety Orientation Checklist to Connie Choi.</p>		

* Per hour - the supervisor will need to fill in timesheets to report working hours for each payment cycle (example: once every 2 weeks)

* Per period - for hiring someone with a fixed budget for a specific period of times. The fixed amount will be split equally within the period of hiring. Payment will be deposited to payee automatically twice a month.

* Per month - for monthly budgeted hiring