

USW Casual Employment Details

NAME OF EMPLOYEE:		NAME OF SUPERVISOR:	
EMPLOYEE ADDRESS (FOR PAYROLL AND TAX RECEIPTS) APARTMENT/STREET: CITY: PROVINCE: POSTAL CODE:			
EMPLOYEE EMAIL ADDRESS:			
IS EMPLOYEE CURRENTLY A REGISTERED FULL-TIME STUDENT? <input type="checkbox"/> YES <input type="checkbox"/> NO IF YES, PLEASE PROVIDE STUDENT NUMBER:		HAS EXMPLOYEE PREVIOUSLY WORKED AT UOFT? <input type="checkbox"/> YES <input type="checkbox"/> NO IF YES, PLEASE PROVIDE U OF T PERSONNEL NUMBER:	
EMPLOYMENT START DATE:		EMPLOYMENT END DATE:	
DOES THE DEPARTMENT HAVE FUNDING FOR THIS CASUAL POSITION? <input type="checkbox"/> YES <input type="checkbox"/> NO			
WHY IS THIS CASUAL POSITION REQUIRED? TERMS OF PREVIOUS CONTRACTS: _____			
MAX. HOURS OF WORK PER WEEK:		HOURLY RATE <input type="checkbox"/> MINIMUM RATE (\$15.00) <input type="checkbox"/> DUTIES TO BE ASSESSED BY HR	
SCHEDULE: <input type="checkbox"/> You will be provided with a schedule of hours on a weekly basis <input type="checkbox"/> You will be contacted by email/telephone when you are needed to work <input type="checkbox"/> Other. Please describe below. (E.g. Monday, Wednesday, Friday 8:45am to 5:00pm)			
DESCRIPTION OF DUTIES: <ul style="list-style-type: none"> • • • • • • <p><i>For example: Performs basic office support like stuffing envelopes, organizing files, purging documents, and general office clean up. This is over load work that is under close direction of other staff.</i></p>			
SUPERVISOR'S SIGNATURE:			
DATE:			