Instructions

Before an employment or contractor offer and contract are processed:

1. Complete this form.
2. Obtain signatures below or email threads of approval with form attached.
3. Forward to Human Resources in electronic format.

General Information

Today's Date	DD/MM/YYYY
Incumbent Legal Name	
Position Title	
Reports to	Title
Start Date/Effective Date	
Legal Entity	Legal entity used to create contract
Is Resume available?	Yes ☐ No ☐ If no, obtain resume from incumbent. In the meantime, the incumbent's address and personal email address is required – note these below: address | personal email address

Position Information

Position Status? (select all that apply)	Employee: ☐ Contractor/Consultant: ☐ Regular: ☐ Full-time: ☐ Part-time: ☐ Fixed Term: ☐
If Position is Part-time	# of hours: Insert # Per day: ☐ Per week: ☐ Per project: ☐
If Fixed Term, what is expected End Date?	End date: DD/MM/YYYY Number of months: Insert #

PREVIEW

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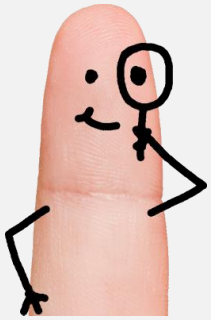

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FOR SMALL BUSINESS

FOR HR CONSULTANTS

Approval

HIRING MANAGER

Manager Name	**Manager Title**
Signature	Date

CFO

Name	**Title**
Signature	Date

FINAL APPROVAL

All offers require approval by CUSTOMIZER: example CEO.

Name	**Title**
Signature	Date

PREVIEW