



**STUDENT EMPLOYEE INFORMATION**

**THIS FORM IS TO BE COMPLETED BY NIPISSING UNIVERSITY STUDENTS ONLY**

**IMPORTANT NOTES:**

- Students **MAY NOT** work for more than an average of 10 hours per week for all positions within the University from September to April
- Students should not hold more than **ONE** position at a time (Note taking, Proctoring and Peer Tutoring are exceptions)

PLEASE NOTE THAT PERSONAL INFORMATION PROVIDED TO NIPISSING UNIVERSITY MAY BE USED FOR THE PURPOSE OF CONFIRMING IDENTIFICATION

**To be completed by the Student:**

Student Name: \_\_\_\_\_ Social Insurance Number: \_\_\_\_\_

Student Number: \_\_\_\_\_ Email: \_\_\_\_\_@my.nipissingu.ca

Student Signature: \_\_\_\_\_ Position Title: \_\_\_\_\_

Department: \_\_\_\_\_ Supervisor Name: \_\_\_\_\_

Do you currently hold any other positions on campus?  YES  NO

AODA Certificate attached:  YES  
 NO, I have completed this training in the past  
 NO, this will be emailed to hrinfo@nipissingu.ca

Health and Safety Certificate attached:  YES  
 NO, I have completed this training in the past  
 NO, this will be emailed to hrinfo@nipissingu.ca

Workplace Harassment Training attached:  YES  
 NO, I have completed this training in the past  
 NO, this will be emailed to hrinfo@nipissingu.ca

Do you require lab safety or WHMIS Training for this position?  YES  NO

**HUMAN RESOURCES OFFICE USE ONLY:**

Training Verified: AODA  EHS  OHSA  CRC  Wage Verified: \$ \_\_\_\_\_ (plus vacation pay)

Department/Cost Centre Number \_\_\_\_\_

Research Funds?  YES  NO RA Position with an approved rate of \$ \_\_\_\_\_ per hour

Is this position a NU Work Position?  YES  NO