

## Personal Data Form

*(Please forward the completed form to your department – contact information appears in the offer letter. This information is used for employment purposes only and is kept confidential.)*

Last Name:	<input type="text"/>	First Name(s):	<input type="text"/>
Prefix (e.g. Mrs., Mr. Dr.):	<input type="text"/>	Gender:	<input type="text"/>
Date of Birth:	<input type="text"/>	Canadian Social Insurance Number:	<input type="text"/>
		McGill I.D. Number:	<input type="text"/>

Country of Citizenship:	<input type="text"/>
-------------------------	----------------------

### Status in Canada, if not Canadian Citizen (choose one):

Work Permit	OR	Study Permit
Authorization Number: U	<input type="text"/>	F <input type="text"/>
Start Date:	<input type="text"/>	Expiry Date: <input type="text"/>

Permanent Resident
--------------------

Work and Reside Outside Canada	
Yes	No

**Attach a legible copy of the study/work permit or Permanent Resident card (both sides)  
Attach an up-to-date CV for Regular Research Assistants/Associates**

### Home Address & Email

Address:	<input type="text"/>		
City:	<input type="text"/>		
Province/State:	<input type="text"/>		
Country:	<input type="text"/>		
Postal/Zip Code:	<input type="text"/>		
Telephone: (Home)	<input type="text"/>	(Cell)	<input type="text"/>
Personal Email address:	<input type="text"/>		

### Emergency Contact Information

Last Name:	<input type="text"/>
First Name:	<input type="text"/>
Relationship:	<input type="text"/>
Address:	<input type="text"/>
Telephone (Home):	<input type="text"/>
Telephone (Cell):	<input type="text"/>
Email:	<input type="text"/>

### Banking Information (Required for Mandatory Salary Direct Deposit):

If you have a McGill ID number and access to Minerva, please enter/update your banking information under the "Employee" tab
If you do not have access to Minerva (non-students, new employees), please attach a voided cheque to this form.