

**HIRING INFORMATION FOR THE PORTAGE GOLF CLUB**

**EMPLOYEE INFORMATION**

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ CITY: \_\_\_\_\_

PROVINCE: \_\_\_\_\_ POSTAL CODE: \_\_\_\_\_

DATE OF BIRTH: \_\_\_\_\_ SIN: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

PHONE #: HOME: \_\_\_\_\_ CELL: \_\_\_\_\_

RETURNING EMPLOYEE: YES / NO

STATUS: SINGLE / MARRIED

**PERSON TO BE NOTIFIED IN CASE OF EMERGENCY**

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

RELATIONSHIP: \_\_\_\_\_ PHONE: \_\_\_\_\_

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**TO BE COMPLETED BY HIRING MANAGER**

DATE HIRED: \_\_\_\_\_ HOURLY WAGE: \_\_\_\_\_

POSITION: \_\_\_\_\_ DEPARTMENT: \_\_\_\_\_

APPROVED BY: \_\_\_\_\_