



## **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)

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**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: \_\_\_\_\_@community.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

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### **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