

CONTRACT STAFF DEMOGRAPHIC FORM

Complete the fillable forms and submit it to your employer once completed.

Your employer is responsible for submitting all of your required documents to the Guelph General Human Resources Department.

Contact Information:

Organization:		
Last Name:	First Name:	
Address:		
City/Town:	Province:	Postal Code:
Phone + Area Code:	Email:	

Emergency Contact Information:

Name:
Email:
Phone + Area Code:

ID Badge Photo Information:

Photo Requirements:

- Photo must be in a jpeg form (minimum of 2 MG file size)
- Photo must be in color
- Photo should have a white or off-white background
- If photo against a white wall, there should be no decoration on the wall
- Look straight at the camera and take the picture from the shoulders up
- You may smile, wear glasses and clothes that you would normally wear at work (selfies are fine)

Your badge will be available from the Main Information Desk (level 1) on your first day.