



NEW HOURLY EMPLOYEE INFORMATION FORM

PART 1 – To be completed by Obsidian Energy Human Resources only

Employee #		Salary		Start Date	
Position			Supervisor		
Location		Department		Cost Centre	
Provincial	Federal	Additional Tax	Northern Travel	Mobile	Vehicle/Parking

PART 2 – Personal Information

Complete this section	Name (Last, First)		Preferred Name
	Address, City, Province, Postal Code		Primary Phone Number
	Date of Birth (MM/DD/YYYY)	SIN	Home Email
Emergency Contact	Emergency Contact Name (Last, First)		Relationship to Emergency Contact
			Contact Phone Number

PART 3 – Banking Information

You must complete this section fully.	Branch (5 Digits)	Bank (3 Digits)	Account (Max 12 digits)
	The information above can be obtained from your banking institution or on a personal cheque. If copying the information from a cheque, please copy the numbers exactly as shown; Include leading zeros. Please attach a void cheque or official bank document along with this form. This information will be used to confirm the information provided above.		





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PART 4 – Privacy Statement and Consent

My signature below confirms that I consent to the collection, use and necessary disclosure of the personal information provided on the New Hourly Employee Information Form, and as I may provide in the future. This personal information may be used or disclosed for Human Resources, industrial relations, merger and acquisition purposes, including but not limited to: personal contact information, reference checking, emergency contact information, conflict of interest screening, performance management, payroll, taxation, Employment Insurance and Canada/Quebec Pension Plan matters, the processing of all benefits, insurance and pensions, RRSP, security clearance, employment status, and employment equity information used to manage the employment relationship. Obsidian Energy respects the privacy of our employees and the confidentiality of personal information. At no time will confidential information be knowingly shared or disseminated to unauthorized parties. It is Obsidian Energy's policy to control the collection, use and disclosure of personal information in accordance with our Privacy Policy. Certain exemptions may apply.

I hereby acknowledge that I have read and agree to the Privacy Statement and Consent outlined above. I authorize Obsidian Energy to deposit all wages into the account provided above and any changes to such account provided in the future.

Employee Signature X _____

Date: _____