*« Nom de votre entreprise »*

Fiche de l’employé

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Renseignements personnels** | | | | | | | | | | | | | | | | | | |
| **Nom** |  | | | | | | | | | | | | | | | | | |
| **Prénom** |  | | | | | | | | | | | | | | | | | |
| **Date de naissance** |  | | | | | | | | | | | | | | | | | |
| **NAS** |  |  | |  | | |  | |  | |  | |  | |  | | |  | |
| **Adresse** |  | | | | | | | | | | | | | | | | | |
| **Ville** |  | | | | | | | | | | | | | | | | | |
| **Province** |  | | | | | | | | | | | | | | | | | |
| **Code postal** |  | | | | | | | | | | | | | | | | | |
| **Téléphone résidentiel** |  | |  | |  |  | |  | |  | |  | |  | |  |  | |
| **Téléphone cellulaire** |  | |  | |  |  | |  | |  | |  | |  | |  |  | |
| **Nom du contact no 1 à joindre en cas d’urgence** |  | | | | | | | | | | | | | | | | | |
| **Téléphone** |  | |  | |  |  | |  | |  | |  | |  | |  |  | |
| **Nom du contact no 2 à joindre en cas d’urgence** |  | | | | | | | | | | | | | | | | | |
| **Téléphone** |  | |  | |  |  | |  | |  | |  | |  | |  |  | |

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| --- | --- |
| **Renseignements d’embauche** | |
| **Titre du poste** |  |
| **Date d’embauche** |  |
| **Salaire d’embauche** |  |
| **Date de fin de la période d’essai** |  |
| **Nom du superviseur** |  |
| **Autre** |  |

J’atteste que les informations ci-dessous sont **exactes**

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Signature de l’employé Date

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Signature du responsable Date