



THE UNIVERSITY OF BRITISH COLUMBIA

- PERSONAL DATA FORM -

IDENTIFICATION – Provide all information in this section

EMPLOYEE ID	PREFIX	FIRST NAME	MIDDLE NAME (S)	LAST NAME	SUFFIX
DEPARTMENT NAME			SOCIAL INSURANCE NUMBER	UBC STUDENT #	FACULTY
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>

ADDRESS AND OTHER INFORMATION – New hires complete all boxes. Otherwise, provide missing or changed information only

CURRENT HOME ADDRESS		CITY	PROV/STATE	POSTAL/ZIP	COUNTRY
PERMANENT HOME ADDRESS (if different from current home address)		CITY	PROV/STATE	POSTAL/ZIP	COUNTRY
WORK PHONE #	HOME PHONE #	ALT PHONE #	TYPE	WORK EMAIL ADDRESS	GENDER
			Cell <input type="checkbox"/> Other <input type="checkbox"/>		

EMERGENCY CONTACT INFORMATION – New hires complete all boxes. Otherwise, provide missing or changed information only

PRIMARY CONTACT NAME	RELATIONSHIP (eg: spouse)	PHONE # - Select →	Home <input type="checkbox"/> Work <input type="checkbox"/> Cell <input type="checkbox"/> Other <input type="checkbox"/>	Alt PHONE # - Select →	Home <input type="checkbox"/> Work <input type="checkbox"/> Cell <input type="checkbox"/> Other <input type="checkbox"/>
CURRENT HOME ADDRESS		CITY	PROV/ST	POSTAL/ZIP	COUNTRY
SECONDARY CONTACT NAME	RELATIONSHIP (eg: spouse)	PHONE # - Select →	Home <input type="checkbox"/> Work <input type="checkbox"/> Cell <input type="checkbox"/> Other <input type="checkbox"/>	ALT PHONE # - Select →	Home <input type="checkbox"/> Work <input type="checkbox"/> Cell <input type="checkbox"/> Other <input type="checkbox"/>
CURRENT HOME ADDRESS		CITY	PROV/ST	POSTAL/ZIP	COUNTRY

MEDICAL CONDITIONS/ALLERGIES (Optional)

--

SIGNATURES

SIGNATURE	DATE (yyyy-mm-dd)

* Personal information provided on this form is collected pursuant to section 26(c) of the Freedom of Information and Protection of Privacy Act, RSBC 1996, c.165. The information will be used in the event of an emergency if UBC needs to make contact with your emergency contact(s). For further information, please contact payrollinfo@finance.ubc.ca or payrollinfo@ubc.ca.

**Note: if not a Canadian citizen or permanent resident, a copy of work/study permit is required to process your appointment.