



City of Surrey Personal Information Onboarding Form

Employee Information		
Legal Last Name:	Legal First Name and Middle Initial:	
Preferred Name (if different from Legal name):	Gender: Male: Female: 	
Street Address:		
City:	Province:	Postal Code:
Birthday (mm/dd/yyyy):	Social Insurance Number:	
Marital Status: Common-Law Married Single		
Telephone Numbers: Home: Cell: Other:		
Email Address:		

Municipal Pension Plan – Are you a current contributor or have you previously been a contributor?

Yes:

No:

Emergency Contact Information		
Last Name:	First Name:	Relationship:
Telephone Numbers:	Home:	Cell: Other:

Instructions:

1. Complete each box on the form.
2. Information provided on this form is stored and used for HR purposes linked to payroll and benefit administration. Gender and birthdate information may be used in an aggregate format for workforce demographics.
3. It is important that you accurately confirm previous or current Municipal Pension Plan (MPP) membership.
4. Please remember to update your Emergency Contact Information if it changes during your employment with the City of Surrey.
5. This form (once completed) should be uploaded using our secure system. **OR:** If you prefer not to upload this document, it can be faxed (604-591-4517), mailed or physically returned to City of Surrey HR, 13450-104th Ave., Surrey BC V3T 1V8. The City of Surrey recommends that you do not email the required personal information using unsecured systems.