HUMAN RESOURCES
EMPLOYEE UPDATE FORM
FOR PERSONAL INFORMATION CHANGES

LAST NAME: _____ **FIRST NAME:**_____

KNOWN AS FIRST NAME: _____ **SAPHR EMPLOYEE #:** _____
(Please Note: Your "KNOWN AS" first name is often used in place of your "First Name" for non-legal reporting and staff directories within the Board. (e.g. Tony for Anthony)

POSITION: _____ **LOCATION:**_____

CHANGE OF MARITAL STATUS

Current Status on File: _____ **Change to: Married** ☐ **Single** ☐ **Other:**_____

CHANGE OF LEGAL NAME

Legal Surname Change From: _____ **To:** _____

Legal Firstname Change From: _____ **To:** _____
Note: supporting legal documents must accompany a legal name change request including a name change on a social insurance card

CHANGE OF SOCIAL INSURANCE NUMBER

Current S.I.N. #: _____-_____-_____ **To New S.I.N. #:** _____-_____-_____
NOTE: a copy of your new social insurance card must be attached to initiate a social insurance number change request

CORRECTION TO DATE OF BIRTH

Current Date of Birth on File: _____/_____/___
Note: NOTE: a copy of relevant documentation that identifies your correct date of birth must be attached to initiate a change request

CHANGE OF ADDRESS - *EMPLOYEES ARE ENCOURAGED TO MAKE THEIR ADDRESS CHANGE THROUGH THEIR ESS ACCOUNT*

Effective Date: _____

New Address:_____

City: _____ **Province:**_____ **Postal Code:**_____

Home Phone Number: (_____) _____ - _____ **Cell Phone Number:** (_____) _____ - _____
AREA CODE AREA CODE

CHANGE OF EMERGENCY CONTACT INFORMATION - *EMPLOYEES ARE ENCOURAGED TO MAKE THEIR EMERGENCY CONTACT CHANGE THROUGH THEIR ESS ACCOUNT*

First Name: _____ **Last Name:** _____

Phone Number: (_____) _____ - _____ **Relationship:**_____
AREA CODE (I.E. SPOUSE, MOTHER, FATHER, FRIEND, ETC.)

DATE:_____ **EMPLOYEE SIGNATURE:**_____

COMPLETED FORM TO BE FORWARDED TO HUMAN RESOURCES VIA EMAIL SENT TO:
hr.general.inquiries@tcdsb.org

THIS INFORMATION IS BEING COLLECTED FOR ADMINISRATIVE REGULATORY EMPLOYMENT PURPOSES ONLY AND IS WITHIN THE PROVISION OF THE MUNICIPAL FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT.

REVISED: May 2026