

Employee Declaration for Services

If you are an employee and will be hired as an independent contractor, please work with your Department / Faculty to complete this section. Once completed, please sign the form then submit to HR for approval.

APPLICANT INFORMATION

Are you an active faculty or staff of UBC? Yes No

Job Title: Employee ID:

SIN:

Scope of Work Required: Attach service agreement (may be a draft) that identifies the services required.

How is the work different than the employee's current functions at UBC?

I declare that this payment is for services outside of my regular employee functions at UBC. I understand that I will not be paid as an employee and payment for this service will not include deductions for Employment Insurance, Canada Pension or Income Tax.

Employee Name:

Signature: _____

Date:

Find your HR Advisory or Faculty Relations Contact

[Central HR Advisory Services](#)

[Faculty Relations Representative](#)

CENTRAL HR ADVISORY SERVICES/FACULTY RELATIONS

For the scope of work requested in the specified time frame above, I approve that this UBC employee can be hired as an independent contractor.

Name:

Signature: _____

Date: