



www.walkwithweb.org

## ONBOARDING FORM

### Instructions:

1. This form outlines the onboarding details of an/a employee/student/volunteer at partnering/client research groups or companies, who will be working for Walk With Web Inc.
2. This form request services, accounts etc. and outline responsibilities of the partnering organizations.

### Primary Employment Details:

<b>Your Full Name</b>	<b>Contact (Personal Email/Phone)</b>	<b>Primary Employer Details (Name/Email)</b>
<b>Position Title</b>	<b>Department/Organization</b>	<b>Manager (Name/Email)</b>
<b>Contract Start Date</b>	<b>Contract End Date</b>	<b>Schedule (Hours of Work) - Total</b>

(Please attach a copy of the signed contract along with this form for processing)

### Walk With Web Details:

<b>Job Position Title</b>	<b>Department</b>	<b>Supervisor/Manager</b>
<b>Start Date</b>	<b>Schedule (Hours of Work) - WWW</b>	<b>Location/Environment</b>
<b>Replacement for:</b>  <b>New Position</b>	<b>Termination Date:</b>  <b>Continued Position</b>	<b>Additional Notes or Comments:</b>



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**Position Details and Responsibilities:**

Payroll/Salaries will be paid by the partner organization and not through Walk With Web. Relevant documents will need to be supplemented with this form.

Copyright and Intellectual Property rights of all work is owned by the Project Directors unless specified in a written agreement or contract.

I hereby confirm that I have read this document carefully and understand the details of my job position. I confirm that I will respect policies and working terms of both Walk With Web Inc. and partnering organization.

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[PRINT NAME]                      Signature                      Date

**APPROVALS:**

Employer [PRINT NAME]                      Signature  Designation, Affiliation                      Date	Signature  Authorized Representative                      Date Walk With Web Inc. [PRINT NAME]
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**FOR HUMAN RESOURCES USE ONLY**

<b>Received date:</b>	<b>Complete:</b>	Yes	No
<b>Processing date:</b>	<b>Filed:</b>	Yes	No