
Hotel Employee Information Form

Personal Details

- Full Name: _____
- Date of Birth: _____
- Gender: ☐ Male ☐ Female ☐ Other
- Contact Number: _____
- Email Address: _____

Employment Details

- Position/Role: _____
- Department (e.g., Housekeeping, Front Desk): _____
- Employee ID: _____
- Date of Joining: _____

Shift & Work Schedule

- Shift: ☐ Morning ☐ Evening ☐ Night
- Working Hours: _____

Uniform Details

- Uniform Size: ☐ S ☐ M ☐ L ☐ XL ☐ XXL
- Shoe Size: _____

Emergency Contact

- Contact Name: _____
- Relationship: _____
- Contact Number: _____

Declaration

I declare that the information provided is true and accurate.

- Employee Signature: _____
- Date: _____