

JOINING REPORT

Name :

Position Applied For :

Company Name :

ID No :

Contact Number :

Date of Joining :



Welcome to QUIQR HR family

Employee Details			
			Photo
Employee Name			
Fathers Name			
Mothers Name		Permanent Address **	
Date of Birth		Res. No., Res. Name	
Sex		Road/Street	
Marital Status		Locality/Area	
Spouse Name		City/District	
Designation		State	
Branch / Location		Pincode	
Blood Group		E - Mail ID (Sent for Salary Slip, Compulsory)	
DOE		STD Code	
Department		Phone	
Bank Name		Mobile No.	
Bank Account No.**		Date of Joining	
Bank Branch		ESI No	
Bank IFSC Code		PF No	
Present Address :-		PAN Number	
Res. No.		Ward/Circle	
Res. Name		Marriage Anniversary	
Road/Street		Profession Of Your Spouse:	
Locality/Area		Children	
City/District		Reference :	
State		1	
Pincode		2	

Educational Qualification (Starting from Matriculation)

Sl.No	Qualification	Institute/college/school	Year of passing
1			
2			
3			

Work Experience

Sl.No	Name of the company	Designation	Area handled	Period
1				
2				
3				

Hobbies & Special Interest:

Sl. No	Hobbies / Special Interest
1	
2	

I hereby confirm that I was not punished under IPC at any point of time and I have no criminal or civil case pending against me by any of the Government agency.

Signature:

Documents Submitted:

S No	Documents	
1	Resume	
2	10 th Mark Sheet	
3	12 th Mark Sheet	
4	Diploma: Mark Sheet / Provisional / Certificate	
5	Graduation: Mark Sheet / Provisional / Certificate	
6	Post Graduation: Mark Sheet / Provisional / Certificate	
7	Address Proof: Ration Card / Passport/ Bank Pass Book - Photo Copy	
8	ID Proof: Voter ID/ Driving License/ Aadhar Card/ Passport -Photo Copy	
9	Transfer Certificate Photo copy	
10	Course Completion Certificate Photo copy	
11	Previous Companies – Appointment letter, Relieving letter, last 3 month Pay Slip	
12	**Bank A/C Holder 1st Page of Pass Book or Cancelled Cheque (Compulsory)	

Declaration:

I hereby confirm that the above information furnished by me is true and in future if management detects that the same is false then management shall have right to take disciplinary action as deemed fit.

Date:
Place:

Signature

Date _____