

HR Form for New Employee

Employee Information

- Full Name: _____
- Employee ID: _____
- Date of Birth: _____
- Gender: ☐ Male ☐ Female ☐ Other
- Contact Number: _____
- Email Address: _____
- Permanent Address: _____
- Current Address (if different): _____

Employment Details

- Job Title: _____
- Department: _____
- Supervisor's Name: _____
- Date of Hire: _____
- Work Schedule: _____
- Work Location: _____

HR and Onboarding Checklist

- Documents Submitted:
 - ☐ Resume/CV
 - ☐ Identification (Driver's License, Passport, etc.)
 - ☐ Educational Certificates
 - ☐ Background Check Consent
 - ☐ Signed Offer Letter

- ☐ Signed Employment Contract
- ☐ Non-Disclosure Agreement (NDA)

Mandatory Training

- **Safety and Security:** ☐ Completed ☐ Pending
- **Code of Conduct and Ethics:** ☐ Completed ☐ Pending
- **Job-Specific Training:** ☐ Completed ☐ Pending
- **Workplace Harassment and Diversity:** ☐ Completed ☐ Pending

HR Notes and Additional Information

- **HR Manager:** _____
- **Probation Period (if applicable):** ☐ Yes ☐ No Length: _____
- **Notes:** _____

Acknowledgment

I confirm that the information provided in this form is accurate and that I have completed the required onboarding procedures.

- **Employee Signature:** _____
- **Date:** _____
- **HR Signature:** _____
- **Date:** _____