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# 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:** \_\_\_\_\_