












-  Port Info
-  Human Resources
-  Occupational H & S
-  Operations
-  Event Management
-  Security
-  IT
-  Logout




Employees info




Leave management



Performance evaluation



Training planning and reports



HR forms

- Port Info
- Human Resources**
- Occupational H & S
- Operations
- Event Management
- 2FA Security
- IT

Employees information

 Edit

 Delete

+ Add employee



Andrew  
Technical assistant  
Andrew@hotmail.com  
+123456789

Personal

Contract

Documents

Qualification and skills

 Edit

 Delete



Teena  
Technical assistant  
Teena@hotmail.com  
+123456789

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Qualification and skills

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Personal info


Nationality :  
Address :  
City :  
State :  
country:  
Zip code:  
Marital status :  
Date of birth :  
Spouse :  
Home contact number:  
NCP Contact Number:  
NIB Number:

↑  
All fields should be dynamic  
It may have slight variations in  
different ports

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PersonalContractDocumentsQualification and skills

EditDelete



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PersonalContractDocumentsQualification and skills

+ Add employee

contract info

Date of Hire::  
Job Title:  
Department:

 View Employment Contract


↑  
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Documents

Get EMPLOYEE INFORMATION HR form

PDF

National Insurance (NIB) Card

PDF

Passport

PDF

Medical certificate

PDF

Driver's License

PDF

Police Character Certification

PDF

Vaccination card

PDF

Others

Admin / assigned authority can able to get the filled HR employee information form. Which is submitted by employee in HR form module

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**Qualification and skills**



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**Qualification and skills**

Qualification and skills

Qualification :

Experience :

PDF

Safety Certificates

PDF

Qualification Certificates

↑

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different ports

Admin / assigned authority  
can able to get the filled HR  
employee information form



***Personal Information:***

Employee Name:  Date of Birth (DDMMYY):  Nationality:

Date of Hire:  Job Title:  Department:

Contact Number:  Email:  NIB Number:

Address:

City:  State:  Country:  Zip Code:

Home Phone:  Personal Email:

NCP Contact Number:

Marital Status:  Spouse's Name:

Number of Dependents:

Dependents:

Name	Relationship	Date of Birth (mm/dd/yyyy)

***General information:***

Do you suffer from any allergies or physical /medical conditions that may affect your job performance? No ☐ Yes ☐

Should special provisions be made to accommodate this condition? If so, please state:

Are you presently taking any long-term medication that may affect you job performance? No ☐ Yes ☐

Should special provisions be made to accommodate you? If so, please state:



NCPL IMS HR DEPARTMENT FORMS  
EMPLOYEE INFORMATION

IMS-HR-003  
January 1<sup>st</sup> 2023

Which languages, other than English do you speak fluently?

Banking Information

Name of bank:

Branch:

Account number:

**HR Checklist:**

Employment Contract: ☐

Passport Copy & Photo: ☐

Required Certification: ☐

National Insurance (NIB) Card: ☐

Medical Certificate: ☐

Driver's License (If needed): ☐

Police Character Certification: ☐

Vaccination card: ☐

**Remarks:**

Employee File Complete: ☐

Date: