|  |  |  |  |
| --- | --- | --- | --- |
| **Check List** | | | |
| **S.No** | **Particulars** | **Yes** | **No** |
| 1 | Resume | ☑ |  |
| 2 | Educational Certificate |  |  |
| a) | 10th Standard | ☑ |  |
| b) | 12th Standard | ☑ |  |
| c) | Graduation | ☑ |  |
| d) | Post-Graduation | ☑ |  |
| e) | Any other- please specify |  |  |
| 3 | Previous Employment Proofs |  |  |
| a) | Copy of Experience and Relieving Letters of Previous Work Experience (if applicable) | ☑ |  |
| b) | Copy of Last Three months’ Salary Slips and Bank Statements (If applicable) |  |  |
| 4 | ID Proof and Address Proof |  |  |
| a) | Copy of Aadhar Card | ☑ |  |
| b) | Copy of Pan Card | ☑ |  |
| c) | Copy of Proof of Date of Birth (Birth Certificate/ Passport) | ☑ |  |
| d) | Copy of Proof of Address (Voter ID Card/Driving License/ Ration Card) | ☑ |  |
| 5 | Bank Account Proof (Cancelled Cheque / Passbook Copy) | ☑ |  |
| 6 | Photographs-2 | ☑ |  |
| 10 | Joining Documents | **Filled** | **Signed** |
| a) | Personal Information Sheet | ☑ | ☑ |
| b) | ID Card Form | - | - |
| c) | Reference Check Form | - | - |
| **Date of Hiring** | **Completion of All Above Activities** | **Name & Signature of HR** | |
|  | Yes/No |  | |

|  |  |  |  |
| --- | --- | --- | --- |
| **For Office Use Only** | | | |
| Employee ID |  | Client |  |
| Employee Name |  | Department |  |
| Date of Joining |  | Designation |  |
| Location |  | Sub Location |  |
| Salary/Gross |  | State |  |