

HR Form

Employee ID

Full Name

Gender

- ☐ Male
- ☐ Female

Date of Birth

Department

- ☐ Finance
- ☐ IT
- ☐ Operations
- ☐ Marketing
- ☐ Sales

Qualification

- ☐ High School Diploma
- ☐ Associate Degree
- ☐ Bachelor's Degree
- ☐ Master's Degree

Marital Status

- ☐ Single
- ☐ Married
- ☐ Divorced
- ☐ Widowed

Job Satisfaction

1 - Very Dissatisfied, 5 - Very Satisfied

☐ 1

☐ 2

☐ 3

☐ 4

☐ 5

Date of joining

Employee Status

☐ Currently Working

☐ Left the Company

Attrition

Date of leaving

Reason of leaving

☐ Better opportunity

☐ Job dissatisfaction

☐ Retirement

☐ Health reason

☐ Personal reason