

## Employee Joining Form

DOJ \_\_\_\_\_

Head Quarter \_\_\_\_\_

Designation \_\_\_\_\_

Division \_\_\_\_\_

Interviewed by \_\_\_\_\_

Paste your Pass  
Port Size Photo  
here

Personal Details				
Name (in full)		Blood Group		
DOB		Age		
Permanent Address		Current Address		
E-Mail ID		Marital Status:		
Contact No. (Off.)		PAN Number		
Contact No. (Personal)		AADHAR No.		
Nationality		Passport (if yes, details)		
Educational Background				
Qualification	University/Institute	Year of Passing	% Marks	Subjects
Certifications Details, if any				
* Mention your details from Highest Education to High School				

## Work Experience Details

Organization	DOJ	DOL	Desig. at Joining	Desig. at Leaving	Salary at Joining	Salary at Leaving	Reporting to (Name & Designation)	Job Responsibility	Reason of Leaving

**\*\* Mention your details from Last Organization to First Organization**

## Family Details\*

Father's Name		DOB		Occupation		Contact No.	
Mother's Name		DOB		Occupation		Contact No.	
Spouse Name		DOB		Occupation		Contact No.	
Child Name		DOB		Occupation		Contact No.	
		DOB		Occupation		Contact No.	
		DOB		Occupation		Contact No.	
Sibling Name		DOB		Occupation		Contact No.	
		DOB		Occupation		Contact No.	
		DOB		Occupation		Contact No.	

## Reference Details

Name	Contact No.	Designation	Other Details

**\*\*\* Please give professional references from Last organization**

## In case of Emergency

Contact Person's Name		Relation	
Contact No.			
Address			

## Additional Information

1. Are you related to any of our employees? If Yes his/her

Name: \_\_\_\_\_

Designation: \_\_\_\_\_

Location: \_\_\_\_\_

Head Quarter: \_\_\_\_\_

2. Do you have any PF, ESIC account in last organization?

(If yes, please provide below given details)

i. Universal Account Number (UAN) :

ii. ESIC No.:

### Bank Details:\*

Bank Name		Branch Name	
Account No.		IFSC Code	
Employee Name (As per Bank A/c.)		MICR	

### Checklist of Required Documents to be submitted

Sr. No.	List Of Required Documents	Docs Status
1	4 Pass port Size Photo (including one pasted in P.No. 1)	
2	Photo ID Proof (Bank Pass with photo/Pan Card/Voter's ID/Unique ID/Driving License/Pass Port)	
3	Address Proof for permanent Address(Voter's ID/Unique ID/Driving License/Passport)	
4	Scanned/Xerox of Cancelled Cheque mentioning your Ac. Name, Bank Ac. No. & IFSC Code	
5	All Education Docs from SSC to Highest Edn	
6	Form 16 & IT Returns Filled (if) with Investment proofs for TDS purpose	
7	Offer Letter/Appointment Letter, Resignation Acceptance Letter & Experience Letter/Relieving Letter	
8	Salary Slip/Bank Statement of Last Organization from April month of the running Financial year	



## DECLARATION

I declare that the information given, herein above, is true & correct to the best of my knowledge & belief. I understand that the above information in found false or incorrect, at any time during the course of my employment, my services will be terminated forthwith without any notice.

DATE\_\_\_\_\_PLACE\_\_\_\_\_APPLICANT'S SIGNATURE\_\_\_\_\_

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### To be filled by Reporting Manager (RM)/HR

New Joinee's Salary\_\_\_\_\_

AP (if) \_\_\_\_\_

RM's Name\_\_\_\_\_

RM's Signature\_\_\_\_\_

[\*\*\*\* The duly filled form has to be submitted in the HR department (either hard copy or soft copy.)]