

TechCloak Solutions Pvt. Ltd.

TCSPL

Employee Joining Form

Date of Joining: _____

1. Personal Information

Field	Details
Full Name	_____
Date of Birth	_____
Father Name	_____
Gender	_____
Marital Status	_____
Nationality	_____
Languages Known	_____
Personal Email Address	_____
Phone Number	_____
Current Address	_____
City/State/Zip Code	_____
Permanent Address (if different)	_____
Emergency Contact Name	_____
Relationship to Employee	_____
Phone Number	_____
Alternate Phone Number	_____

TechCloak Solutions Pvt. Ltd.

2. Position and Department Information

Field	Details
Job Title	<input type="text"/>
Department	<input type="text"/>
Manager/Supervisor	<input type="text"/>
Work Location	<input type="checkbox"/> Office <input type="checkbox"/> Remote <input type="checkbox"/> Hybrid (if hybrid, specify)
Start Date	<input type="text"/>

3. Bank Details for Payroll (Direct Deposit)

Field	Details
Bank Name	<input type="text"/>
Account Number	<input type="text"/>
Routing Number	<input type="text"/>
Account Type	<input type="checkbox"/> Checking <input type="checkbox"/> Savings
Account Holder Name	<input type="text"/>

Employee Signature:

Date:

TechCloak Solutions Pvt. Ltd.

Terms and Condition:

1. Resignation:

30 Days' notice period required from the employee if they decide to leave the company.

2. Dismissal:

The grounds under which the company can terminate the employee's contract, including performance issues, misconduct, or redundancy.

3. Work Hours and Days:

flexible work hours with core collaboration hours (e.g., 10:00 am – 06:30 pm).

Work days: 6 days working (Monday to Saturday)

4. Fully remote hiring:

Recruitment process includes virtual interviews, skill assessments, and onboarding through digital platforms.

5. Compensation and Benefits:

Health insurance, Retirement Plans, Paid Time Off, Sick Leave, and any other benefits provided (e.g., Paid time off, Maternity/Paternity Leave, etc.).

6. Confidentiality

The employee agrees to maintain confidentiality regarding any proprietary or sensitive information related to the company's operations, business strategies, clients, or employees, both during and after the term of employment.

7. Leave and Absence:

The employee is entitled to take leave in accordance with the company's leave policy. Any leave requests must be submitted as per the company's procedures and may require approval from the supervisor.

8. Acknowledgement and Signature:

By signing this joining letter, the employee acknowledges having read, understood, and agreed to the terms and conditions outlined above.

• Name: _____

• Date: _____

• Signature: _____

TechCloak Solutions Pvt. Ltd.

4. Document Submission (To Be Completed by Employee)

Document	Submitted (Y/N)
Proof of Identity (e.g., Adhaar card, Pan card, Passport, Driver's License, etc.)	<input type="checkbox"/> Yes <input type="checkbox"/> No
Social Security Number (SSN) or Tax ID Number	<input type="checkbox"/> Yes <input type="checkbox"/> No
Direct Deposit Details (Bank Account Information)	<input type="checkbox"/> Yes <input type="checkbox"/> No
Emergency Contact Form	<input type="checkbox"/> Yes <input type="checkbox"/> No
Health Insurance Enrollment (if applicable)	<input type="checkbox"/> Yes <input type="checkbox"/> No
Employee Handbook Acknowledgement	<input type="checkbox"/> Yes <input type="checkbox"/> No
Non-Disclosure Agreement (NDA) (if applicable)	<input type="checkbox"/> Yes <input type="checkbox"/> No
Other Required Documents	<input type="checkbox"/> Yes <input type="checkbox"/> No

Acknowledgements

By signing this form, I acknowledge that the information provided is accurate and complete to the best of my knowledge. I understand that any falsification or omission of information may result in disciplinary action or termination of employment. I also acknowledge that I will comply with the policies and procedures of TCSPL as outlined in the Employee Handbook and other company documents.

- Employee Signature: _____
- Date: _____

Website: www.tcspl.in

Mail ID: hr@tcspl.in