



SATHUTA INDUSTRY (PVT) LTD

No. 211/A, Dewamiththa Place, Heiyanthuduwa

D	MM	YYYY
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Date

NEW EMPLOYEE FORM

PERSONAL INFORMATION			
EMPLOYEE TITLE	<input type="checkbox"/> Mr.	<input type="checkbox"/> Mrs.	<input type="checkbox"/> Miss. <input type="checkbox"/> Other
FULL NAME			
SURNAME			
ADDRESS	Street Address		
	City		
	District		
CONTACT DETAILS	Mobile No	Home Phone No	Other Phone No
SEXUALITY	<input type="checkbox"/> Male	<input type="checkbox"/> Female	<input type="checkbox"/> Other
EMAIL ID			
NIC / PP NO			
DATE OF BIRTH	dd / mm / yyyy	AGE	mm / yy
MARITAL STATUS	<input type="checkbox"/> Married	<input type="checkbox"/> Unmarried	
JOB INFORMATION			
JOB POSITION		EMPLOYEE ID	
DEPARTMENT		WORK LOCATION	
APPOINTED DATE		SUPERVISOR	
EMERGENCY CONTACT INFORMATION			
FULL NAME			
ADDRESS	Street Address		
	City		
	District		
CONTACT DETAILS	Primary Phone No	Alternate No 1	Alternate No 2
RELATIONSHIP			
<p>I hereby declare that the information given above is true and accurate to the best of my knowledge.</p>			
EMPLOYEE SIGNATURE			
SUPERVISOR SIGNATURE			
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** Office Use Only **

OFFICE PC LOGIN		
Username		
Date		
Job Done Signature		
PEACHTREE ACCOUNT SYSTEM LOGIN		
Username	<div><input type="checkbox"/> Machinery Dep</div> <div><input type="checkbox"/> Transport Dep</div> <div><input type="checkbox"/> Sugar Dep</div> <div><input type="checkbox"/> Personal Dep</div>	
Date		
Job Done Signature		
EMAIL LOGIN		
Email ID		
Date		
Job Done Signature		
ONE DRIVE LOGIN		
Username		
Date		
Job Done Signature		
EMPLOYEE ID		
Date		
Design Done Signature		
Print Done Signature		