

NEW HIRE CHECKLIST

Name:	Position:	
1. Screening Checks		
Items	√ or X or N/A	Remarks
Proof of Identity & Proof of Right to Work		
Education and Professional Qualifications		
Work History Verification		
Criminal / bankruptcy check*		

*Self-declaration

2. Upon Acceptance of Offer: Please return / submit the following documents:	original	copy	√ or X or N/A
<input type="checkbox"/> Signed copy of employment contract			
<input type="checkbox"/> Signed copy of NDA			
<input type="checkbox"/> Copy of NRIC (For foreigners, copy of passport)			NA
<input type="checkbox"/> Educational and Professional Certificates (if you have not submitted			NA
<input type="checkbox"/> A copy of your last pay slip or certificate of employment			NA
<p>A pre-employment medical examination is required before your commencement of employment.</p> <p><i>For Local Applicant:</i></p> <p>_____</p> <p><i>or Foreign Applicant</i></p> <p>A separate medical examination will be arranged after receiving the in-principle approval from the Ministry of Manpower (MOM). This examination is required under MOM's directive.</p>			√ or X or N/A
3. Onboarding ISMS-PPL-02-F1 Staff Induction Date Completed: ISMS-PPL-01-F2 Acknowledgment of Information Security Policies & Rules Date Signed: ISMS-PPL-01-F3 Company Assets and Access Issuance Form Date Signed:			
Documents received and vetted by: _____ Date: _____			