

# Employee Joining Form

<b>Name :</b> <u>test p</u>		
<b>Date of Joining :</b> <u>15-11-2021</u>	<b>Job Title :</b> <u>IT Support</u>	<b>Grade :</b> <u>8</u>
<b>Department :</b> <u>Other</u>	<b>Blood Group :</b>	<b>Location :</b> <u>mohali</u>
<b>Date of Birth :</b> <u>1992-09-12</u>	<b>Nationality :</b>	
<b>Email ID :</b> <u>testp@yopmail.com</u>	<b>Referred by (if applicable) :</b>	
<b>Do you have any relatives/friends in company? Y/N</b>		
<b>Name :</b>	<b>Dept :</b>	
<b>Name :</b>	<b>Dept :</b>	

<b>Current Address :</b> ghjn  <b>Phone :</b> 9999999999	<b>Permanent Address :</b> fhgbn  <b>Phone :</b> 8888888888	
<b>In Case of Emergency, Contact</b>  <b>Name :</b> jnl <b>Relation :</b> uhbjnm, <b>Contact. No :</b> 6786786786	<b>Secondary Contact</b>  <b>Name :</b> dfg <b>Relation :</b> rdfg <b>Contact. No :</b> 7656565656	
<b>Marital Status :</b> <u>1</u>	<b>Spouse's name and profession :</b>	<b>No. of Children :</b>
<b>Father's name :</b> <u>fgh</u>	<b>Profession :</b> <u>fgh</u>	<b>Age :</b> <u>55</u>
<b>Mother's name :</b> <u>rdfg</u>	<b>Profession :</b> <u>fgh</u>	<b>Age :</b> <u>54</u>

## EMPLOYMENT HISTORY

Please list your most recent employer first (attach additional pages if required)

S.no	From To	Organisation	Title and Key Responsibilities in Short	Reporting To (Position)	Salary(PM) and Perks	Reasons for leaving
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## Education

S.NO	Qualification	University/board	Specialization	Year of passing	Grade /CGPA
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## TRAINING

S.NO	Course module	Location	Conducted by	Month/year
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## CERTIFICATION[S] (Academic or Extra-Curricular)

S.NO	Name	Board/society	Month/year
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## REFERENCES [Name two individuals who can provide professional reference]

Reference no. 1	Reference no. 2
Name : srd Contact. No : 5555555555	Name : cvhfg Contact. No : 5555444444

## Other Information

DETAILS	Yes/No	IF YES, PLEASE ELABORATE:
Have you ever been discharged from employment because your work or conduct was not satisfactory?		
Will you have any objection if a reference check may be made to your present and previous Employers?		
Do you have any physical defects, long term medical condition or history of any mental condition?		

<b>DETAILS</b>	<b>Yes/No</b>	<b>IF YES, PLEASE ELABORATE:</b>
Have you ever been arrested or convicted for any criminal offence?		

**The above details are true and best of my knowledge. I understand that any misrepresentation of facts may result in disciplinary action.**

**Name** \_\_\_\_\_

**Signature** \_\_\_\_\_

**Date** \_\_\_\_\_