**EMPLOYEE INFORMATION SHEET**

**PERSONAL INFORMATION**

 First Middle Last

Employee Name:

|  |  |
| --- | --- |
| Date of Birth:  |  |

|  |  |  |
| --- | --- | --- |
|  | Building Number/Street Number:  |  |
| Address: | City/State: |  |
|  | Pin Code: |  |
|  |  |  |

|  |  |  |
| --- | --- | --- |
|  | Building Number/Street Number:  |  |
| Postal Address: | City/State: |  |
|  | Pin Code: |  |
|  |  |  |

 Mobile Land Line

|  |  |  |
| --- | --- | --- |
| Contact Number |  |  |

|  |  |
| --- | --- |
| Email Address: |  |

|  |  |
| --- | --- |
| Father/Mother’s Contact Number: |  |

**BIOGRAPHIC INFORMATION**

Gender Marital Status Nationality

|  |  |  |
| --- | --- | --- |
|  |  |  |

|  |  |
| --- | --- |
| Father’s Name: |  |
| Mother’s Name: |  |

**JOB INFORMATION**

To be filled by the HR Department

|  |  |  |  |
| --- | --- | --- | --- |
| Designation:  |   | Employee Code: |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Manager: |  | Department: |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Work Location: |  | Official Number: |  | Extension: |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Work Fax: |  | Date of Joining: |  |

**EMERGENCY CONTACT**

|  |  |  |  |
| --- | --- | --- | --- |
|  | First Name | Last Name | Phone Number |
| Contact Name 1)  |  |  |  |
|  2) |  |  |  |

**DIRECT DEPOSIT**

If Account in ICICI Bank:

|  |  |  |
| --- | --- | --- |
|  | Account Number | IFSC Code |
| ICICI Bank |  |  |
|  | Branch Name | Name as mentioned in Bank Details |
|  |  |  |

If Account in Other Bank:

|  |  |  |
| --- | --- | --- |
| Bank Name | Account Number | IFSC Code |
|  |  |  |
| Branch Name | Name as mentioned in Bank Details |  |
|  |  |  |

**EMPLOYMENT HISTORY**

Company Name Designation Reporting to From To CTC

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| --- | --- | --- | --- | --- | --- |
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**EDUCATION QUALIFICATION**

Stream/Course University/Board From To Percentage

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| --- | --- | --- | --- | --- |
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**CERTIFICATION/TRAINING**

Please mention any technical certification/training. Please leave blank if none.

Course/Module Certification from Year

|  |  |  |
| --- | --- | --- |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

**TALENT/SKILLS**

Please mention any creative skill /training undergone. Please leave blank if none.

|  |  |
| --- | --- |
| 1) |  |
| 2) |  |
| 3) |  |
| 4) |  |
| 5) |  |

**Please mention PF Number (If any):**

**Please mention ESI Number (If any):**

**Check list for Documents Submitted**

* **PLEASE SUBMIT THE BELOW MENTIONED DOCUMENTS TO HR DURING JOINING PROCESS**
* **DOCUMENTS (COPIES) TO BE FURNISHED (A-4 SIZE ONLY, REDUCE IF REQUIRED, DO NOT STAPLE)**
1. Academic certificates - latest onwards with transcripts (marks sheets) 🞐
2. Training certificates 🞐
3. Experience letters /Appointment letter from previous employers 🞐
4. Recommendation letters 🞐
5. Resume – Latest employment mentioned first 🞐
6. Appointment letter 🞐
7. Experience letters with skills from previous employers 🞐
8. Copy of Pan Card 🞐
9. Birth Certificate 🞐
10. Permanent address proof 🞐
11. Current address proof 🞐
12. Marriage Certificate (Optional) 🞐
13. Passport (Optional) 🞐

I hereby furnish that the above provided documents are true to my knowledge.

( )

Employee Signature Date: