



Employee Form

Confidential | For Filing

Checklist

- Joining Letter/ Offer Letter
- Resume/ Bio- Data/ CV
- Term appointment letter
- Job Description
- Induction and Orientation Form
- Employee right & responsibilities
- Police verification
- Self-Declaration
- Health check-up
- Immunization record
- Employee Training Records
- High school certification
- 12th certificate
- Bachelor's degree
- Diploma/ Prof Qualification cert
- Post-graduation Certificate
- Experience certificate
- Issued unification ID card
- Resignation

Employee Name (in capitals and large writing)

Employee ID -
Date of Joining
Permanent Address

Address Proof
Contact Number
Email Address
Marital Status
Date of Birth
Date of Marriage
Bank name
Account Number
Bank Code
IFSC Code



Paste recent photo here

Family Details

Relation	Name	Number	Address	Email Id
Father				
Mother				
Spouse				
Child				

References

Give Reference of at least 2 people

Name	Designation	Email	Contact Number

Immunization Record

Vaccination Complete as per Hospital Policy

Vaccination	Dose 1	Dose 2	Dose 3
Hepatitis	Date Batch Number Sign	Date Batch Number Sign	Date Batch Number Sign
Tetanus	Date Batch Number Sign	Date Batch Number Sign	Date Batch Number Sign
Covid	Date Batch Number Sign	Date Batch Number Sign	Date Batch Number Sign

Doctors Signatures with date and time

Medical Examination

Age at day of joining
 Height
 Weight
 Blood Group
 Past Medical History

Hemogram
 TLC
 N/L/M/E/B/
 ESR
 RBS
 KFT
 Urine RM

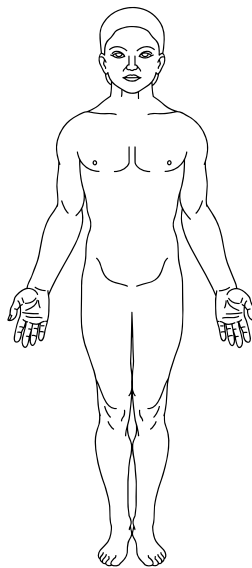
Allergies

General Examination

BP
 PR
 SpO2
 Temp
 RR
 Vision

Color Differentiation

Systemic Examination



X ray Chest
 ECG

Doctors Signatures with date and time

Qualifications

Educational Qualification	University	Year of passing	Result/Score

