

Onboarding Form

Sales Department

Employee Details:

Employee Name: Shozab Jawwad Employee ID: APD-1846
Department: GSB - Sales Designation: Business Development Executive
Joining Date: 18/03/24 Trainer: Danish Rasheed

Terms and Conditions of Training:

1. Training will be provided on the Night Shift from 08:00 p.m.- to 05:00 am.
2. You will get (5) working days of Training i.e. 1st week of Theoretical and Practical Training.
3. You will be assessed during the training on a daily basis and on any negligence from your end; management reserves the right to take necessary action, which may include termination of the training period without any notice. You will not be paid if you are terminated during the training period.
4. You must pass all assessments during the training period to be eligible for employment. For any reason, if you fail the assessments then your journey stops and you will not be considered for this position nor will you get paid.
5. Uninformed absenteeism or non-serious/ unprofessional attitude during training will not be tolerated.
6. You must attend all 5 days of training, any absence during the training will result in disqualification.
7. Upon successful clearance of training, payment for your training days will be added to the running payroll.
8. in case of selection and later leaving the job, you will be eligible for incentive of one preceding month only.

Trainee Acknowledgement

I am pleased to confirm that I have read understood the training guidelines and I agree to all the terms and conditions I have joined the training with effect from 18/03/24 as BDE in GSB Sales Department.

Shozab Jawwad

Trainee Name

Shozab Jawwad

Signature

Training Department

Head of Human Resources

Emergency Contact Information:

In case of emergency, please mention Name/Address/Phone Number of the contact persons:

Primary Contact Person Details:

Name of the Primary Contact Person: Mohammad Raza

Address of the Primary Contact Person: _____

Mobile # of Primary Contact Person: 0333-2282183

Relationship with Primary Contact: Brother

Secondary Contact Person Details:

Name of the Secondary Contact Person: Muzzammil Hussain

Address of the Secondary Contact Person: _____

Mobile # of Secondary Contact Person: 03343103643

Relationship with Secondary Contact: Father

UNDERTAKING

AFFIRMATION: I SOLEMNLY AFFIRM THAT THE INFORMATION GIVEN BY MY GOODSELF IN MY CURRICULUM (CV) IS CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF. ANY WRONG INFORMATION CAN RENDER ME LIABLE TO TERMINATION OF THE JOB. IF ANY INFORMATION IS CONTRARY TO THE ABOVE AND IS FOUND OUT LATER DURING MY SERVICE, I MAY BE DISMISSED FROM THE JOB.

NAME: Shozab Jawwad

SIGNATURE: 

DATE: 18/03/24

THUMB IMPRESSION: _____

Employee Onboarding Check List

Employee Name: Shozab
 Designation: BDE
 Date of Joining: 18/03/24

Employee ID: APD-1846
 Department: G5B-Sales
 Contact No: 03332388072

Pre- Arrival Steps				
S.No	Step Description	Yes	No	Notes
1.	HR Interview (Telephonic)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
2.	HR 2 nd Interview	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
3.	Hiring Manager Interview	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
4.	Education (Min Requirement)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
5.	Experience Letter	<input type="checkbox"/>	<input type="checkbox"/>	
6.	Last Salary withdrawn	<input type="checkbox"/>	<input type="checkbox"/>	
7.	Vaccinated Against Covid 19	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

Documentation				
S.No	Step Description	Yes	No	Notes
1.	2 CNIC (Nadra)	<input type="checkbox"/>	<input type="checkbox"/>	
2.	2 Photographs	<input type="checkbox"/>	<input type="checkbox"/>	
3.	Resignation Acceptance	<input type="checkbox"/>	<input type="checkbox"/>	
4.	Experience Letter	<input type="checkbox"/>	<input type="checkbox"/>	
5.	Education Documents	<input type="checkbox"/>	<input type="checkbox"/>	
6.	Pay slips (If any)	<input type="checkbox"/>	<input type="checkbox"/>	
7.	Other	<input type="checkbox"/>	<input type="checkbox"/>	

Onboarding				
		Yes	No	Notes
1.	Orientation	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
2.	Credentials	<input type="checkbox"/>	<input type="checkbox"/>	