

## Onboarding Form

### General Form

#### Employee Details:

Employee Name: Sahil Employee ID: APD-1850  
Department: Software Development Designation: Front-End Intern  
Joining Date: 18-03-2024 Trainer: Muhammad Uzair

#### 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: Harsh  
Address of the Primary Contact Person: Flat # 411, Al-Abbas Centre, Shahrah-e-Liaquat rd.  
Mobile # of Primary Contact Person: 0315-3861640  
Relationship with Primary Contact: Brother (Siblings)

##### Secondary Contact Person Details:

Name of the Secondary Contact Person: Jagdish Advani  
Address of the Secondary Contact Person: Flat # 411, Al-Abbas Centre, Shahrah-e-Liaquat rd.  
Mobile # of Secondary Contact Person: 0332-2215922  
Relationship with Secondary Contact: Father / son

## 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: Sahil

SIGNATURE: 

DATE: 18-03-2024

THUMB IMPRESSION: 

## Employee Onboarding Check List

Employee Name: Sahil Employee ID: APD-1850  
 Designation: Front-End Intern Department: Software Development  
 Date of Joining: 18-03-2024 Contact No: 0333-2215927

Pre- Arrival Steps				
S.No	Step Description	Yes	No	Notes
1.	HR Interview (Telephonic)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
2.	HR 2 <sup>nd</sup> Interview	<input 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	Last Salary withdrawn	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 checked="" type="checkbox"/>	<input type="checkbox"/>	
2.	2 Photographs	<input checked="" 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 checked="" 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 checked="" type="checkbox"/>	<input type="checkbox"/>	