

Employee Onboarding Sheet - Retail Store

Employee Details

Full Name

Date of Birth

Contact Number

Email Address

Address

Job Information

Position/Title

Start Date

Department

Store Location

Employee ID

Emergency Contact

Contact Name

Relationship

Contact Number

Documents Checklist

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Copy of ID Proof

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Address Proof

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Bank Details

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Emergency Contact Form

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Previous Employment Proof

Notes

Employee Signature

Date

Manager Signature

Date