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| **New Employee Registration Form** |
| **Date\*：** |
| **Name\*** |  | **Gender\*** |  |
| **ID Number\*** |  | **Date of Birth\*** |  |
| **Reporting Department\*** |  | **Job Title\*** |  |
| **Reporting Date\*** |  |
| **Home Number\*** |  | **Mobile Number\*** |  |
| **Mailing Address\*** |  |
| **Required Documents（tick submitted documents）** | **□ID Card Copy** | **□Health check-up form** |
| **□Guarantee Form** | **□Graduation Certificate** |
| **□Passport-sized photo** | **□Employee Data Card** |
| **Important information (to be received)** | **□Employee Introduction Handbook** | **□Company ID Card** |
| **□Attendance Sheet** | **□Attendance Card** |
| **Processor Signature** |  |
| **Remarks** |  |