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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** |  | | | |