|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **New Employee Basic Information** | | | | | | | | | |
| **Date\*：** | | | | | | | | | |
| **Name \*** | |  | | | **ID Number \*** | |  | | |
| **Date of Birth \*** | |  | | | **Gender** | |  | | |
| **Nationality** | |  | | | **Marital Status** | |  | | |
| **Blood Type** | |  | | | **Driving License** | |  | | |
| **Means of Transportation** | |  | | | | | | | |
| **Height** | | **cm** | | | **Weight** | | **kg** | | |
| **Home Number\*** | |  | | | **Mobile Number\*** | |  | | |
| **Email \*** | |  | | | | | | | |
| **Contact Address\*** | |  | | | | | | | |
| **Permanent Address\*** | |  | | | | | | | |
| **Emergency Contact** | |  | | | **Relationship** | |  | | |
| **Home Number** | |  | | | **Mobile Number** | |  | | |
| **Education** | | | | | | | | | |
| **School Name\*** | | | **Major\*** | | **Year of Enrollment\*** | | **Year of Graduation\*** | | **Graduation Status** |
|  | | |  | |  | |  | |  |
| **Work Experience** | | | | | | | | | |
| **Employer\*** | | | **Job Title\*** | | **Job Description** | | | | **Years of Service\*** |
|  | | |  | |  | | | |  |
| **Language Proficiency** | | | | | | | | | |
| **English** | **Mandarin** | | | **Spanish** | **French** | **Japanese** | | **Other** | |
|  |  | | |  |  |  | |  | |
| **Family Members** | | | | | | | | | |
| **Name** | **Relationship** | | | **Name** | **Relationship** | **Name** | | **Relationship** | |
|  |  | | |  |  |  | |  | |
| **Documents Submitted** | | | | | | | | | |
|  | | | | |  | | | | |
| **Filled by Human Resources Department** | | | | | | | | | |
| **Employee Number \*** |  | | | | **Job Title \*** |  | | | |
| **Department\*** |  | | | | **Joining Date\*** |  | | | |
| **Insurance Enrollment Date** |  | | | | **Group Insurance Enrollment Date** |  | | | |
| **Basic Salary \*** |  | | | | **Other Compensation** |  | | | |
| **Remarks** |  | | | | | | | | |