



PLEASE COMPLETE THIS FORM AT LEAST TWO WEEKS PRIOR TO YOUR FIRST DAY OF EMPLOYMENT WITH THE COMPANY

You will need to fill out all items in **Section A** and **Section B** of the form below. Fields marked with * are mandatory and the form cannot be submitted until they are completed.

HOW TO USE THIS FORM

This form is to be completed by all new hires, and should be submitted at least two weeks prior to the date of joining to ensure that all necessary processing is completed and the employee faces no problems on joining.

The New Hire is to complete Section A and Section B in its entirety, filling out all required fields with accurate information. After completion, the form can be submitted via email by clicking on the SUBMIT button on the last page.

FOR COMPLETION BY INDIVIDUAL

PERSONAL DETAILS

Title

Last Name

First Name

Email

Permanent Address

Country

City

Postcode

Current Address

Country

City

Postcode

Phone

Date of birth

Country of birth

Marital Status

Gender

DEPENDENCY FORM

First Name

Last Name

Date of birth

Relationship

Gender

EMERGENCY CONTACT

Name

Relationship to the Employee

Full Address

Contact Details

PASSPORT DETAILS (if applicable)

Citizenship

Passport Number

Place of Issue

Date of Issue

Expiration Date

Visa type

Visa Start Date

Visa End Date

FOR HR USE ONLY

Hire Date

Reason Of Hire

Replacement Name

Position Title

Job Code

Work Location

Cost Center/Department

Line Manager

RB Graduate Scheme

Payroll ID

Currency Code

Currency Description

Base Salary

Allowance Type

Allowance Type

Allowance Type

Allowance Type

Allowance Type

Bonus %

Multiplier

Supervisor Level Band