**Loan Application Form for Employee**

#### 

#### **Employee Information**

* **Employee Name:** [Full Name]
* **Employee ID:** [Employee Identification Number]
* **Department:** [Department Name]
* **Position:** [Job Title]
* **Date of Employment:** [DD/MM/YYYY]
* **Contact Information:** [Phone Number] / [Email Address]
* **Current Address:** [Full Residential Address]

#### **Loan Request Details**

| **Requested Loan Amount** | **Purpose of Loan** | **Repayment Period** | **Monthly Installment Preference** |
| --- | --- | --- | --- |
|  |  |  |  |
|  |  |  |  |
| **(Note: Ensure accuracy and clarity in detailing the purpose and repayment preferences.)** |  |  |  |

#### **Financial Information**

* **Annual Salary:** [Amount in USD]
* **Other Income Sources:** [Brief Description]
* **Existing Loan Obligations:** [Yes/No] If yes, please describe briefly.

#### **Employer Verification**

* **Supervisor/Manager Name:** [Name]
* **Approval:** [ ] Yes [ ] No (To be filled by the employer)

#### **Consent and Agreement**

* **Consent to Deduct from Salary:** [ ] Yes [ ] No (Checkbox for consent)
* **Acknowledgment of Terms and Conditions:** [ ] Yes [ ] No (Checkbox for acknowledgment)

#### **Employee Signature**

* **Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* **Date**: [DD/MM/YYYY]

#### **Supervisor/Manager Signature** (For Employer Use)

* **Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* **Date:** [DD/MM/YYYY]