

# Free HR Form for Small Business

## Basic Employee Information

Full Name: \_\_\_\_\_

Job Title: \_\_\_\_\_

Start Date: \_\_\_\_\_

## Job Assignment

Assigned Department: \_\_\_\_\_

Supervisor's Name: \_\_\_\_\_

Job Type:  Full-time  Part-time  Contract  Internship

## Salary Details

Base Pay: \_\_\_\_\_

Pay Frequency:  Weekly  Biweekly  Monthly

Additional Benefits: \_\_\_\_\_

## Leave Policy Acknowledgement

Number of Paid Leave Days: \_\_\_\_\_

Sick Days Allowed: \_\_\_\_\_

Paid Holidays: \_\_\_\_\_

## Approval Section

HR Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_