

HR Form Template

Personal Information

Full Name: _____

Phone Number: _____

Email Address: _____

Address: _____

Job Position

Position Title: _____

Department: _____

Date of Hire: _____

Emergency Contact

Name: _____

Relationship: _____

Phone Number: _____

Work Equipment

Laptop Provided: Yes No

Workstation Set-up: Yes No

Access Card Issued: Yes No

Additional Resources: _____

Employee Training

Date of Orientation: _____

Assigned Mentor: _____

Approval

HR Representative Signature: _____ **Date:** _____

Employee Signature: _____ **Date:** _____