

# New Employee Work Declaration Form

## Personal Information

- Full Name: \_\_\_\_\_
- Contact Number: \_\_\_\_\_
- Address: \_\_\_\_\_
- Job Title: \_\_\_\_\_
- Date of Joining: \_\_\_\_\_

## Work Availability

- Are you available for full-time work?  
 Yes  No  
If no, specify hours of availability: \_\_\_\_\_
- Are you authorized to work in this country?  
 Yes  No

## Confidentiality Agreement

- Do you agree to maintain confidentiality as outlined in the company policy?  
 Yes  No

## Work Equipment Needs

- Do you require any specific equipment to perform your job?  
 Yes  No  
If yes, specify: \_\_\_\_\_

## Declaration

I affirm that the details provided are true and agree to comply with the company's work policies and regulations.

## Signature Section

- Employee Signature: \_\_\_\_\_
- Date: \_\_\_\_\_