

1-ADD PICRURE  
HERE

OR  
SEND VIA EMAIL

OR  
SEND VIA SOCIAL  
MEDIA

<b>(A) Basic/General Information:</b>	
<b>2-First Name: *</b>	<b>3-Middle Name:</b>
<b>4-Last Name: *</b>	<b>5-Employee ID:</b>
<b>6-Email: *</b>	<b>7-Employee Type *(Select)</b>
<b>8-Employee Status *(Select)</b> <input type="checkbox"/> Active <input type="checkbox"/> In Active <input type="checkbox"/> Terminated <input type="checkbox"/> Deceased <input type="checkbox"/> Resigned	<input type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> On Contract <input type="checkbox"/> Temporary <input type="checkbox"/> Trainee
	<b>9-Employee End Date:</b>
<b>10-Date of Hire *</b>	
<b>(B)Show Advanced Fields (Work):</b>	
<b>Department (Select Department):</b>	<b>Job Title (Select Designation):</b>
<input type="checkbox"/> General <input type="checkbox"/> Operations <input type="checkbox"/> Human Resource <input type="checkbox"/> Accounting <input type="checkbox"/> Project Management <input type="checkbox"/> Finance <input type="checkbox"/> Sales <input type="checkbox"/> Purchase <input type="checkbox"/> Production <input type="checkbox"/> Procurement <input type="checkbox"/> Engineering <input type="checkbox"/> Add New-----	<input type="checkbox"/> Chairman <input type="checkbox"/> Managing Director <input type="checkbox"/> President <input type="checkbox"/> Vice-President <input type="checkbox"/> Director <input type="checkbox"/> CEO <input type="checkbox"/> General Manager <input type="checkbox"/> Manager <input type="checkbox"/> Engineer <input type="checkbox"/> Doctor <input type="checkbox"/> Computer Operator <input type="checkbox"/> Sales Officer <input type="checkbox"/> Add New-----
<b>Location/Main Location:</b>	<b>Reporting To (Select Employee):*</b>
	Boss Name:
<b>Source of Hire (Select):</b>	<b>Pay Rate:</b>
<input type="checkbox"/> Direct <input type="checkbox"/> Referral <input type="checkbox"/> Web <input type="checkbox"/> Newspaper <input type="checkbox"/> Advertisement <input type="checkbox"/> Social Network <input type="checkbox"/> Other	
<b>Pay Type (Select):</b>	<b>Work Phone:</b>
<input type="checkbox"/> Hourly <input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Contract	
<b>(C)Personal Details</b>	
<b>Blood Group(Select):</b>	<b>Wife/Spouse's name:</b>
<input type="checkbox"/> AB + <input type="checkbox"/> Ab- <input type="checkbox"/> A+ <input type="checkbox"/> A- <input type="checkbox"/> B+ <input type="checkbox"/> B- <input type="checkbox"/> O+ <input type="checkbox"/> O-	
<b>Father's name:</b>	<b>Mother's name:</b>
<b>Mobile:</b>	<b>Phone:</b>
<b>Other Email:</b>	<b>Date of Birth:</b>
<b>Nationality: (Auto Select)</b>	<b>Gender:</b>
	<input type="checkbox"/> Male <input type="checkbox"/> Female
<b>Marital Status:</b>	<b>Driving License:</b>
<input type="checkbox"/> Single <input type="checkbox"/> Marred <input type="checkbox"/> Widowed	
<b>Hobbies:</b>	<b>Website:</b>
<b>Address 1:</b>	<b>Address 2:</b>
<b>City:</b>	<b>Province / State: (Auto Select)</b>
<b>Country: (Auto Select)</b>	<b>Post Code/Zip Code:</b>
<b>Biography:(Shortly)</b>	

**(D) Work Experience:**

Previous Company	Job Title	From	To	Job Description
1				
2				
3				
4				

**(E) Education:**

School Name	Degree	Subjects / Major	Year of Completion	Result	Additional Notes	Interests	Expiration Date
	SSC						
	HSC						
	Degree/Hon						
	Masters						
	M.Phil /Ph.D						

**(F) Dependents:**

	Name	Relationship	Date of Birth	Mobile Number/Short Description
1				
2				
3				

**(G) Leave:**

	From Date	Till Date	Total Days	Cause/Why
1				
2				
3				

**(H) Performance Reviews:**

Date	Reporting To	Job Knowledge	Work Quality	Punctuality	Communication	Dependability

**(I) Performance Comments:**

Date	Reviewer	Comments

**(J) Performance Goals:**

Set Date	Completion Date	Goal Description	Employee Assessment	Supervisor	Supervisor Assessment

**(K) Permission Management:**

CRM  HRM  Accounting  Sales  Purchase  Procurement  POS  Site Manager  Supervisor  
 Others.....

**(L) NOTE:**

**Manager Sign | CEO Sign | Director Sign | Managing Director Sign | Chairman/Owner Sign**