**Personal Information:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Full Name:** |  | | |
| **Date of Birth:** |  | Gender: |  |
| **Nationality:** |  | **Marital Status:** |  |
| **Address:** | City, State, ZIP Code | | |
| **Phone Number:** |  | **Email Address:** |  |

**Emergency Contact Information:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Full Name:** |  | | |
| **Relationship:** |  | | |
| **Phone Number:** |  | **Email Address:** |  |

**Job Information:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Job Title:** |  | | |
| **Department:** |  | Manager/Supervisor: |  |
| **Employment Start Date:** |  | **Employment Type:** | [Full Time] |
| [Part Time] |
| [Contract] |
| [Intern] |

**Educational Background:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Degree** | **Institution Name** | **Year Graduated** | **Field of Study** |
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**Work Experience:**

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| --- | --- | --- | --- |
| **Previous Employer** | **Job Title** | **Duration** | **Responsibilities** |
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**Skills and Certifications:**

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| --- | --- | --- |
| **Skill/Certification** | **Proficiency Level (Beginner/Intermediate/Advanced)** | **Year Obtained** |
|  |  |  |
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**Additional Information:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Language Spoken:** |  | **Hobbies/Interests:** |  |
| **Professional Affiliations:** |  | **Awards and Recognitions:** |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Employee Signature:** |  | **Date:** |  |
|  | | | |
| **HR Department Use Only** | | | |
| **Verified By:** |  | | |
| **Date:** | **Comments:** | | |
| (DD/MM/YYYY) |