

UAE EMPLOYEE ONBOARDING FORM

(Free Download)

Section 1 – Employee Personal Information

Full Name (as per Passport):

Employee ID:

Nationality:

Date of Birth:

Gender:

Marital Status:

Passport Number:

Passport Expiry Date:

Emirates ID (if available):

Visa Status:

- ☐ New visa (company sponsored)
- ☐ Transfer visa
- ☐ Golden visa
- ☐ Dependent visa
- ☐ UAE national

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Section 2 – Contact & Address

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Mobile Number:

Personal Email:

UAE Address:

Emergency Contact Name:

Relationship:

Emergency Contact Number:

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Section 3 – Employment Details

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Job Title:

Department:

Reporting Manager:

Work Location:

Employment Type:

- ☐ Full-time
- ☐ Part-time
- ☐ Contract
- ☐ Temporary

Date of Joining:

Probation Period:

Contract Type:

- ☐ Limited term
- ☐ Unlimited term
- ☐ Free zone contract

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Section 4 – Compensation & Payroll

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Basic Salary (AED):

Allowances:

- ☐ Housing
- ☐ Transport
- ☐ Communication
- ☐ Other: _____

Total Salary (AED):

Payroll Cycle:

- ☐ Monthly
- ☐ Bi weekly

Bank Name:

IBAN Number:

WPS Enrollment Required:

- ☐ Yes
- ☐ No

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Section 5 – Visa & Immigration (For Expat Employees)

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Entry Permit Issued:

☐ Yes

☐ No

Medical Fitness Completed:

☐ Yes

☐ No

Emirates ID Applied:

☐ Yes

☐ No

Residence Visa Stamped:

☐ Yes

☐ No

Health Insurance Policy Number:

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Section 6 – IT, Systems & Assets

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Item	Issued	Returned (if applicable)
Email ID	<input type="checkbox"/>	<input type="checkbox"/>
HRMS Access	<input type="checkbox"/>	<input type="checkbox"/>
Laptop	<input type="checkbox"/>	<input type="checkbox"/>
Mobile Phone	<input type="checkbox"/>	<input type="checkbox"/>
SIM Card	<input type="checkbox"/>	<input type="checkbox"/>
Access Card	<input type="checkbox"/>	<input type="checkbox"/>
VPN	<input type="checkbox"/>	<input type="checkbox"/>

Section 7 – Mandatory Policies Acknowledgement

Employee confirms receipt and understanding of,

- ☐ Code of Conduct
- ☐ Confidentiality Policy
- ☐ IT & Acceptable Use
- ☐ Data Protection Policy
- ☐ Anti Harassment Policy
- ☐ Disciplinary Procedures

Section 8 – Training & Induction

Induction Completed:

- ☐ Yes
- ☐ No

Role Training Completed:

- ☐ Yes
- ☐ No

HSE / Compliance Training:

- ☐ Yes
- ☐ No

Cybersecurity Training:

- ☐ Yes
- ☐ No

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Section 9 – Declaration by Employee

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I confirm that the information provided above is true and accurate.

I understand and agree to abide by all company policies and UAE labour laws.

Employee Name: _____

Signature: _____

Date: _____

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Section 10 – HR Authorization

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HR Officer Name: _____

Signature: _____

Date: _____

Hiring Manager Name: _____

Signature: _____