

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

Section 2 – Contact & Address

Mobile Number:

Personal Email:

UAE Address:

Emergency Contact Name:

Relationship:

Emergency Contact Number:

Section 3 – Employment Details

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

Section 4 – Compensation & Payroll

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:

Section 6 – IT, Systems & Assets

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"/>

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Section 7 – Mandatory Policies Acknowledgement

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Employee confirms receipt and understanding of,

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

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Section 8 – Training & Induction

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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: _____