



Plot no. D/8 Near Tayde Kirana Store; New Kailash Nagar; Parvati Nagar; Nagpur MH – 440027

Employee Joining Form

Employee Details

- Employee ID: _____ Date of Birth: ____ / ____ / ____
- Full Name: _____
- Father's/Husband's Name: _____
- Gender: ☐ Male ☐ Female ☐ Other Marital Status: ☐ Single ☐ Married
- Mobile Number: _____ Alternate Mobile Number: _____
- Email ID: _____ Aadhaar Number: _____
- PAN Number: _____ Blood Group: _____

Address Details

Current Address

Permanent Address

Employment Details

- Designation: _____ Department: _____
- Client Company Name: _____ Place of Posting: _____
- Date of Joining: ____ / ____ / ____ Employment Type: ☐ Permanent ☐ Contract ☐ Temporary
- Shift: ☐ Day ☐ Night ☐ Rotational Monthly Salary (CTC): _____

Bank Details

- Account Holder Name: _____
- Bank Name: _____ Account Number: _____
- IFSC Code: _____ Branch Name: _____



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Emergency Contact Details

- Contact Person Name: _____ Relationship: _____
- Mobile Number: _____

Documents Submitted

- | | |
|---|--|
| ☐ Resume/CV | ☐ Passport Size Photographs |
| ☐ Aadhaar Card Copy | ☐ PAN Card Copy |
| ☐ Educational Certificates | ☐ Experience Certificates |
| ☐ Bank Passbook/Cancelled Cheque | ☐ UAN Number (if available) |
| ☐ ESIC Number (if available) | ☐ Other Documents: _____ |

Employee Declaration

I hereby declare that the information furnished above is true and correct to the best of my knowledge. I agree to abide by the rules and regulations of the company and understand that any false information may lead to termination of my employment.

Employee Signature: _____

Date: ____ / ____ / ____

For Office Use Only

- Recruiter Name: _____
- Reporting Manager: _____
- Employee Code Generated: _____
- Status: ☐ Approved ☐ Pending

Remarks: _____



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Authorized Signatory

RPN Stafflink Service Provider Pvt. Ltd.

CIN: U70200MH2025PTC458795

Mobile: +91 6388135709 | +91 7066019483

Email: hr@rpnstafflink.in

Website: www.rpnstafflink.in