NEW HIRING FORM

HEADCOUNT DETAILS			Team / Department :	
☐ Budgeted Headcount	Headcount Allowed	[ ]	Name of Employee :	
	Existing Headcount	[ ]		
☐ Additional Headcount *(please submit with O Chart)*			Position to be Filled :	
☐ Replacement of _____			Commencement Date :	
☐ Temporary for _____ months			Seating Arrangement (if any) :	

Reason for Request :	**Package :**	
	Basic Salary (if any) :	
	Commission Rate (if any) :	
	Annual Leave (if any) :	
	Probration (if any) :	

Employee Submission Checklist (Personal Record)

- ☐ Job application
- ☐ Resume
- ☐ Employee Personal Particular Form

Photocopy of :

- ☐ HKID / Passport / Work permit
- ☐ Highest education certificate
- ☐ Professional license (IA / MPFA etc)
- ☐ Address proof
- ☐ Bank account details

For HR use only

Professional Application :

- ☐ Professional license (RO)

System Creations :

- ☐ Creation of aiFin account details (if any)
- ☐ Creation of HRIS data / account
- ☐ Creation of email account

Employee Issuance :

- ☐ Access Card (if applicable)
- ☐ Notebook (if applicable)
- ☐ Name Card (if applicable)

Company Document :

- ☐ Employment Contract
- ☐ Staff Handbook
- ☐ AML Training Material & Test
- ☐ AIA MPF Enrolment Form (if applicable)

Remarks :

			Final Apporval	
Requested by : Dept. Head / Leader	Endorsed by : Director / COO	Checked by : HR Department	Approved by : Director / COO	Record by : HR Department
Name	Name			
Date : / /	Date : / /	Date : / /	Date : / /	Date : / /

HR Record

Received by :

Name & Signature :

Date :_

New Recruits through :

Referral Program / Newspaper / On Net Posting / Social Media