

Employee Onboarding Form

New-hire details, equipment & acknowledgment

OnlineSignatureForms.com: Free fillable template

This onboarding form collects the details needed to set up the new hire named below, along with a policy acknowledgment. Collect only what you need and store it securely. Replace this placeholder with wording reviewed by your HR team or attorney — data and employment rules vary by country and state.

Personal details

Employee full name

Home address

Phone

Personal email

Emergency contact

Contact name

Contact phone

Role

Role / job title

Start date

Department

Reporting manager

Equipment & access checklist

Equipment and access issued (laptop, key card, accounts)

Policy acknowledgment

I confirm the information above is accurate and that I have read and understood the company policies provided to me as part of onboarding.

I have read and understood the company policies

Signature

Employee signature

Date

Fillable PDF employee onboarding form. General-purpose layout, not legal advice.