

Retail New Hire Document Submission Checklist

| Document | Submitted | Notes |
|--|-----------|-------|
| Completed Application Form | | |
| Identification (ID card, Passport, etc.) | | |
| Proof of Address | | |
| Bank Account Details | | |
| Tax Identification Number (if applicable) | | |
| Emergency Contact Information | | |
| Signed Offer Letter / Employment Contract | | |
| Background Check Authorization (if required) | | |
| Other Required Certificates or Licenses | | |

Supervisor/HR Signature:

Date:

Comments: