

Employee Onboarding Form Template

Below is an example of an onboarding form that includes the key details typically required by the Finance, IT, and HR teams.

It's common to send this form to the employee to complete independently, and some companies prefer to send it before the first workday so the employee's accounts can be set up in advance.

Because the form contains sensitive information, **ensure it's stored securely with restricted access.**

It's also good practice to review and update employee information once a year.

In Israel, employees are required to fill out [Form 101](#) annually, usually to reflect updates such as a change of address, family status, or number of children.

Employee Onboarding Form

Personal Information

First Name: _____ Last Name: _____

Date of Birth: _____ Start Date: _____

Contact Information

Mobile Phone: _____

Full Address: _____

Bank Details for Salary Payment

Bank Name: _____ Branch (Number & Name): _____

Account Number: _____

Emergency Contact Information

Full Name: _____ Emergency Contact Phone: _____

Relationship to Employee (e.g., Parent, Spouse, Close Friend): _____



Health and Allergies

Do you have any food allergies? ☐ Yes ☐ No

If yes, please specify:



Signature and Confirmation

I confirm that all the information provided above is accurate and correct.

Signature: _____ Date: _____

Prepare a form collecting all necessary employee details (example template below), including bank account information, emergency contact, dietary restrictions, etc.