



**Elite Express Cargo LLC  
EMPLOYEE INFORMATION SHEET**

**Doc No: 310122-2**

**Rev No: 00**

**Issue Date: Feb  
2022**

**Personal Information**

Full Name:

\_\_\_\_\_  
*Last* *First* *Middle Name*

Nationality: \_\_\_\_\_

Gender: \_\_\_\_\_

*Contact Details:*

Address (Current):  
\_\_\_\_\_

Telephone (Home) \_\_\_\_\_

Mobile Number: \_\_\_\_\_

Email Address:  
\_\_\_\_\_

Emergency Contact  
(Current): \_\_\_\_\_

Emergency Contact No.: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Place of  
Birth/Country: \_\_\_\_\_

Religion: \_\_\_\_\_

Marital Status: \_\_\_\_\_

Father's Name \_\_\_\_\_

Mother's Name: \_\_\_\_\_

Educational Attainment: \_\_\_\_\_

Languages Spoken: \_\_\_\_\_

Address in Home Country:  
\_\_\_\_\_

Contact Number Home Country:  
\_\_\_\_\_

**Passport Information**

Passport Number:  
\_\_\_\_\_

Passport Issue Date: \_\_\_\_\_

Passport Expiry  
Date: \_\_\_\_\_

Passport Place of Issue: \_\_\_\_\_

Passport Country of Issue: \_\_\_\_\_

**Visa Information**

Visa Number:  
\_\_\_\_\_

Issue Date: \_\_\_\_\_

Expiry Date: \_\_\_\_\_

**Bank Account**

Account Name:  
\_\_\_\_\_

Account Number:  
\_\_\_\_\_

Bank:  
\_\_\_\_\_

Bank Address: \_\_\_\_\_

**Employee Contract Details**

Designation: \_\_\_\_\_

Issue Date: \_\_\_\_\_

Expiry Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

*Note: Attach passport copy, national ID copy, visa page copy, educational attainment (authenticated & stamp) and latest photos.*