

# Employee Remote Work Eligibility Declaration Form

This **Employee remote work eligibility declaration form sample** streamlines the process for assessing an employee's suitability for remote work, ensuring compliance with company policies. It captures essential information about the employee's home workspace, internet connectivity, and availability. Utilizing this form helps organizations maintain productivity and secure remote operations effectively.

## Employee Information

**Full Name**

**Employee ID**

**Department**

**Position/Title**

## Remote Workspace Information

**Describe your home workspace (e.g., desk, chair, lighting, privacy):**

**Is your workspace located in a secure area, free from regular interruptions?**

**List equipment available for remote work (laptop, monitor, headset, etc.):**

## Internet Connectivity

**Type of Internet Connection (e.g., Fiber, DSL, Mobile):**

**Internet Speed (Mbps):**

**Is your internet connection reliable for work purposes?**

## Availability & Schedule

**Proposed remote work hours (e.g., 9am-5pm):**

**Will you be available and responsive during standard work hours?**

**Can you attend virtual meetings as required?**

**Declaration**



**I hereby declare that the information provided above is accurate and that I will comply with the company's remote work policies and data security guidelines.**

**Submit Declaration**