

Employee Registration Form Sample (Excel Template)

The **Employee registration form** sample in Excel is an essential tool for HR departments to efficiently collect and organize new hire information. This template ensures accurate data entry, streamlining the onboarding process. It includes fields for personal details, job information, and emergency contacts, facilitating seamless employee management.

Sample Excel Fields

Field Name	Description
Employee ID	Unique identification number for the employee
First Name	Employee's given name
Last Name	Employee's surname
Date of Birth	Employee's date of birth (DD/MM/YYYY)
Gender	Employee's gender
Contact Number	Primary phone number
Email	Official/personal email address
Address	Current residential address
Department	Assigned department
Designation	Job title or position
Date of Joining	Date employee starts employment
Emergency Contact Name	Person to contact in case of emergency
Emergency Contact Number	Phone number of emergency contact
Relation	Relationship with the emergency contact

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