Employee Service Record

Personal Information

Full Name

Enter full name

Employee ID

Enter employee ID

Date of Birth

YYYY-MM-DD

Department

Enter department

Position/Title

Enter position

Date Hired

YYYY-MM-DD

Employment History

Start Date	End Date	Position	Department	Status	Remarks
YYYY-MM-DD	YYYY-MM-DD	Position	Department	e.g. Regular	Remarks
YYYY-MM-DD	YYYY-MM-DD	Position	Department	e.g. Probationa	Remarks

Other Records

Awards/Recognition

Enter any awards or recognition

Disciplinary Actions

Enter disciplinary actions

General Remarks

Additional notes or remarks

Prepared By

Name

Date

YYYY-MM-DD