A	B	C	D	E	F	G	H	IJ	K	L	M	N	O	P	Q	R	S	T	U	V	Van	W	XYZ								TF
A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z						
0			1			2			3			4			5			6			7			8			9			
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	
27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	51	52						
JAN		FEB		MAR		APR		MAY		JUNE		JULY		AUG		SEPT		OCT		NOV		DEC									
MON			TUES			WED			THURS			FRI			SAT			SUN													

EMPLOYEE FILE

SURNAME: .....

FIRST NAMES: .....

CONTACT ADDRESS: .....

.....

TEL: .....

CELL: .....

EMPLOYED AS: .....

DATE OF ENGAGEMENT: .....

EMPLOYEE NUMBER: .....

IDENTITY NO: .....

U.I.F. NO: .....

PENSION FUND NO: .....

TAX REFERENCE NO: .....

MEDICAL AID NO: .....

DATE TERMINATED: .....

LEAVE DUE ON TERMINATION: .....

DATE OF BIRTH: .....

MARRIED ☐ SINGLE ☐ DIVORCED ☐

NO OF CHILDREN: .....

NEXT OF KIN: ..... TEL: .....

BANK DETAILS: BANKER .....

BRANCH: ..... CODE: .....

ACCOUNT NO: .....

PERSONNEL FORM / CV	
IRP 2	
UIF CARD	
MEDICAL AID APPLICATION	
LETTER OF APPOINTMENT	
PENSION FORM / CARD	
JOB APPLICATION	
COPY OF I.D. DOCUMENTS	
COPY OF LICENSES	
ACKNOWLEDGEMENT OF DEBT	

TidyFiles Filing Solutions

Tel: (011) 943-4210, Fax: (011) 943-1516

Employee File Heavy Weight with Dispo

Gusset Expansion 50mm

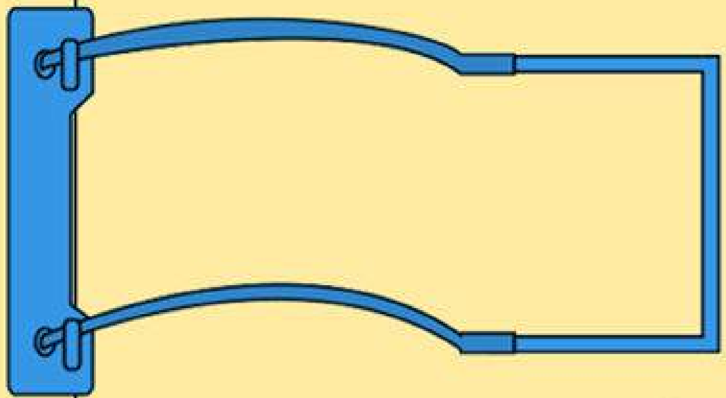
Re-Order Ref: 07423

WAGE / SALARY CHANGES						BONUS				
Date	Rate	Increase	New Rate	Reason	Sign	R	c	%	Year	Approved

OCCUPATION CHANGES		
Date	New Position	Rate

TRAINING RECORD	
Date	

I.O.D. RECORD			
Date	Nature of Accident	Time Lst	Sign



A B C D E F G H IJ K L M N O P Q R S T U V Van W XYZ

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

0 1 2 3 4 5 6 7 8 9

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31

27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 48 49 50 51 52

JAN FEB MAR APR MAY JUNE JULY AUG SEPT OCT NOV DEC

MON TUES WED THURS FRI SAT SUN

TF

UNAUTHORISED LEAVE TAKEN

From	To	Time Lost	Sign	Reason	Remarks

FAMILY RESPONSIBILITY LEAVE

From	To	Time Lost	Sign	Reason

DISCIPLINARY RECORD

Date	Employee Sign	Supervisor Sign	Manager Sign	Offence	Remarks

LEAVE RECORD - TAKEN OR PAID

From	To	No. days	No. days leave still owing

LEAVE RECORD - TAKEN OR PAID

From	To	No. days	No. days leave still owing

AUTHORISED PAID SICK LEAVE TAKEN

From	To	Time Lost	Sign

UNPAID SICK LEAVE TAKEN

From	To	Time Lost	Sign