

EMPLOYEE PERSONAL FILE CHECKLIST

<i>SURNAME:</i>	<i>INITIALS:</i>	<i>PREFERRED NAME:</i>	<i>EMPLOYEE NUMBER:</i>
<i>SERVICE REFERENCE DATE</i>			
	<i>RECEIVED:</i>	<i>COMMENTS:</i>	
<i>APPLICATION FORM:</i>			
<i>INTERVIEW FORM:</i>			
<i>COPIES OF REFERENCES:</i>			
<i>CURRICULUM VITAE:</i>			
<i>EMPLOYMENT OFFER LETTER:</i>			
<i>CONFIDENTIALITY UNDERTAKING:</i>			
<i>CODE OF CONDUCT:</i>			
<i>CESSION OF COPYRIGHT:</i>			
<i>COPY OF ID/PASSPORT:</i>			
<i>COPY OF DRIVERS LICENCE:</i>			
<i>COPY OF WORK PERMIT:</i>			
<i>COPY OF HIGHEST QUALIFICATIONS:</i>			
<i>PERSONAL INFO CHECKLIST:</i>			
<i>COPY OF MEDICAL AID APPLICATION:</i>			
<i>PROVIDENT FUND APPLICATION:</i>			
<i>PROVIDENT FUND BENEFICIARY FORM:</i>			
<i>COPY OF MEDICAL AID CARD:</i>			
<i>BANKING & MEDICAL INFORMATION:</i>			
<i>PAYROLL FORM:</i>			
<i>Tax Info</i>			
<i>Provisional Tax Payer</i>			
<i>Profile (MBTI)</i>			