



AL-Fatir

Group of Companies

EMPLOYEE RECRUITMENT (CHECK LIST)

	Yes	No
1. Candidate CV with at least two reference	<input type="checkbox"/>	<input type="checkbox"/>
2. Candidate Hand Written Application	<input type="checkbox"/>	<input type="checkbox"/>
3. Company Designed Job Application Form	<input type="checkbox"/>	<input type="checkbox"/>
4. Two Fresh Photo Graph	<input type="checkbox"/>	<input type="checkbox"/>
5. Copy of CNIC	<input type="checkbox"/>	<input type="checkbox"/>
6. Educational Certificates & Experience Letters	<input type="checkbox"/>	<input type="checkbox"/>
7. One running bank account Blank Cheques without dates (Sales Employees)	<input type="checkbox"/>	<input type="checkbox"/>
8. Last Employer Clearance Certificate & Territory Ledgers (For Sales Employees)	<input type="checkbox"/>	<input type="checkbox"/>
9. After scrutiny, company will offer employment letter to selected employee.	<input type="checkbox"/>	<input type="checkbox"/>
10. Finally Company will issue appointment letter to selected candidate.	<input type="checkbox"/>	<input type="checkbox"/>

Checked By: _____

Name: _____