Apprenticeship Onboarding Document

Personal Information

Full Name: [ ]

Email Address: [ ]

Phone Number: [ ]

Program Information

Start Date: [ ]

Position/Role: [ ]

Assigned Mentor: [ ]

Required Documents

- Copy of ID/Passport
- Proof of Address
- Academic Certificates

Onboarding Checklist

☐ Attended Orientation Session
☐ Completed Safety Training
☐ Received Employee Handbook
☐ Reviewed Company Policies

Comments or Questions

[ ]