

Required Documents Checklist for New Staff Members

Required Documents – 1 copy only		Supporting Documents (when applicable)
<input type="checkbox"/>	Signed Contract	
<input type="checkbox"/>	Medical certificate	
<input type="checkbox"/>	Diploma / Education certificate	
<input type="checkbox"/>	Copy of Passport or ID card (both sides)	
<input type="checkbox"/>	Bank details (RIB/IBAN)	

HR Forms

<input type="checkbox"/>	Employment Identification Sheet (or Secondee Form)	
china eu india japan korea russia usa	<input type="checkbox"/> Allowance Form	<input type="checkbox"/> Marriage Certificate or copy of livret de famille (family book) or Pacs certificate <input type="checkbox"/> Pay slips of spouse (when having no dependant child) <input type="checkbox"/> Birth certificate for dependant child <input type="checkbox"/> Copy of spouse's passport or ID card (both side) <input type="checkbox"/> School attendance certificate (except int'l school of Manosque) <input type="checkbox"/> Copy of children allowances (for ex. CAF)
<input type="checkbox"/>	Installation Allowance Form	(If place of residence is more than 100 kms from Cadarache, France)
<input type="checkbox"/>	Pension Enrolment Form	