



Employee Check in Sheet 员工入职物品签收单

Name
姓名 丁相斌
Position
职位 前台接待

Commencement Date
入职日期 2025.5.19

Department
部门 前厅部
Employee No.
员工工号

RECEIVED FROM EMPLOYEE		ISSUED BY HOTEL TO EMPLOYEE		
从员工处收取物品		酒店发放给员工物品		
Items 物品		Items 物品	Quantity 数量	Cost 成本
Application Form 求职申请表	☐	Labor Contract 劳动合同		
Resume(C.V) 个人简历	☐	Job Description 职位描述	1	
() Photos (1) 张照片	☒	Hotel ID Card /Meal Card 员工工作证/饭卡	1	
Electronic Edition Photos 电子版照片 (社保要求的规格)	☐	Name Tag 员工名牌	1	
Graduate Certificate Copy 毕业证书复印件	☐	Uniform/Shoes 制服/工鞋		
ID Copy 身份证复印件 5	☒	Quilt 被子		
Hukou Book Copy 户口本复印件	☐	Pillow 枕头		
Beijing Residence Permit 暂住证复印件	☐	Four-piece bed set 床上四件套 (单人间/两人间)		
Pre-Employment Medical Results 健康证	☐	Three-piece bed set 床上三件套 (四人间/六人间)		
Termination Notice 解除劳动关系通知书	☐	Coat Hanger 衣架		
Working Permit 就业证	☐	Clothes drying rack 落地晾衣架		
Working Agreement 就业协议书	☐	Mobile Phone 手机		
Filing Certificate (Native) 存档证明 (本地人)	☐	Office Keys 办公室钥匙		
Education certificates 学历证明	☐	Locker Key 更衣柜钥匙 No# (1117)	1	
Account Number Copy 工资卡复印件 1	☒	Our Guide For You 员工手册 (你的指南)	1	
Certificate of No Criminal Conviction 无犯罪记录证明 1	☒	Hotel Product Knowledge/FAQ 酒店产品知识介绍册/常见问题		
Drivers License Copy 驾驶执照复印件	☐			

I have received the above items and agree to be responsible for the items issued above and will be required to return them on my last working day. Compensation will be made for any item missing. (If the staff doesn't complete the probation, he will be asked to pay for the cost of hotel relative items)

本人已经收到以上物品并同意对上述所发物品小心保管, 并于离职当天交还所有物品, 如有损坏或丢失, 将按照酒店规定赔偿 (未干满试用期的员工离职, 将按酒店规定支付相关物品的成本费)。

丁相斌
Human Resources
人力资源部

丁相斌 5.19
Employee's Signature
员工签名/日期