



**PEOPLE HIVE**  
Human Resources Consultancies

FREE HR TEMPLATES/CHECKLISTS

**UAE EMPLOYMENT  
JOINING DOCUMENTS CHECKLIST**



**PERSONAL IDENTIFICATION DOCUMENTS PREPARED**

*Ensure your passport, passport-sized photos, and identification documents are ready, as missing or unclear copies delay onboarding; good practice is submitting clear, valid copies early.*

**VISA AND WORK PERMIT REQUIREMENTS UNDERSTOOD**

*Understand the visa and work permit process and your role in it, as delays affect legal work status; good practice is following employer instructions closely and responding promptly.*

**EMIRATES ID APPLICATION PROCESS KNOWN**

*Be aware of Emirates ID registration steps and timelines, as this is mandatory for employment and services; good practice is attending appointments promptly and keeping receipts.*

**BANK ACCOUNT DETAILS READY FOR PAYROLL**

*Prepare UAE bank account details for salary processing, as missing details cause payment delays; good practice is opening an account as early as possible.*

**EDUCATIONAL AND PROFESSIONAL CERTIFICATES PROVIDED**

*Submit required certificates where applicable, as certain roles require verified qualifications; good practice is checking if attestations are needed.*

**MEDICAL AND INSURANCE REQUIREMENTS UNDERSTOOD**

*Understand medical test and insurance enrollment requirements, as coverage gaps may leave you uninsured; good practice is confirming coverage start dates.*

-END-

**PEOPLE HIVE HUMAN RESOURCES CONSULTANCIES LLC**

**Free HR Templates | For General Guidance Only**

Users are responsible for adapting this template to their jurisdiction and organizational requirements.

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