

BACKGROUND VERIFICATION FORM

Please fill in the details with utmost attention, as these shall be verified by the Company and/or by its authorized representatives.

All details are compulsory.

Please Affix Your
Passport Size
Photograph

PERSONAL DETAILS

Name of Applicant: Surname		Middle	First
Date of Birth (dd/mm/yyyy):		Place of Birth:	
Sex:		Nationality:	
Father's Name:		Passport No.:	
National ID No:		E-mail Address:	
Family Member's Mobile No:		Mobile:	

RESIDENTIAL ADDRESSES

PERMANENT ADDRESS:

Landmark:

City:	State:	Pin Code:	Phone No.:
Duration of Stay: From (mm/yy) To (mm/yy)		Nature of location: ☒ Rented ☐ Own ☐ Other (Specify)	

CURRENT ADDRESS:

Landmark:

City:	State:	Pin Code:	Phone No.:
Duration of Stay: From (mm/yy) To (mm/yy)		Nature of location: ☐ Rented ☐ Own ☐ Other (Specify)	

Education Details							
Qualification	Name & address of school/ college/ institute	Name & address of Board/ university To which the school/ college/ institute Is affiliated to	Course attended (morning/ evening/ correspondence)	Marks (%) CGPA & Class	Dates attended		Roll number/ registration number/ exam seat number
					Year of enrolment (mm/yy)	Year passed (mm/yy)	
10th							
12th							
Graduation							
Degree: Discipline: ☐ full time ☐ part time ☐ distance learning course							
Post-Graduation							
Degree: Discipline: ☐ full time ☐ part time ☐ distance learning course							
Any other diploma 1							
Any other diploma 2							

Employment Record: Starting with your present or most recent employer, please list last 2 employments. When listing consulting or temporary assignments, under "Employer", state the name of the consulting or temporary agency that placed you at the client site. Complete and accurate dates (month/year) must be provided.

EMPLOYER 1 (Current):		Employee Id:	From (dd/mm/yyyy):	To (dd/mm/yyyy):
Street Address:			Employer's Phone No.:	Remuneration/Salary:
City:	State:	Country:	Postal Code:	
Job Title (Designation):		UAN No. as per Salary Slip:		
Reason for leaving:				
Employment Status: (Please check the relevant box) ☐ Full Time ☐ Contract /Through Outsourcing Agency Outsourcing Agency Details: Name: Address: Tel No.:		Supervisor's (Reporting Manager) Details:		
		Name:		
		Title:		
		Phone No.:		
		E-mail id: (Preferably official)		
Description of Duties:		HR Manager's Details:		
		Name:		
		Phone No.:		
E-mail id: (Preferably official)				
Current Employment Authority Provided If No When		Yes/No		

EMPLOYER 2 (Previous):		Employee Id:	From (dd/mm/yyyy)	To (dd/mm/yyyy):
Street Address:			Employer's Phone No.:	Remuneration/Salary:
City:	State:	Country:	Postal Code:	
Job Title (Designation):		UAN No. as per Salary Slip:		
Reason for leaving:				
Employment Status: (Please check the relevant box) ☐ Full Time ☐ Contract /Through Outsourcing Agency Outsourcing Agency Details: Name: Address: Tel No.:		Supervisor's (Reporting Manager) Details:		
		Name:		
		Title:		
		Phone No.:		
		E-mail id: (Preferably official)		
		HR Manager's Details:		
		Name:		
Description of Duties:	Phone No.:			
	E-mail id: (Preferably official)			
Current Employment Authority Provided If No When		Yes/No		

DECLARATION & AUTHORISATION

- I certify that the statements made in this application are valid and complete to the best of my knowledge. I understand that false or misleading information may result in termination of the agreement.
- If upon investigations, any of this information is found to be incomplete or inaccurate, I understand that agreement will be subject to dismissal at any time during my employment.
- I hereby authorize **the Company** and/or any of its subsidiaries or affiliates and any persons or organizations acting on its behalf, to verify the information presented on this application form and to procure an investigative report or consumer report for that purpose.
- I hereby grant authority for the bearer of this letter to access or be provided with full details of my previous records. In addition, please provide any other pertinent information requested by the individual presenting this authority.
- I hereby release from liability all persons or entities requesting or supplying such information.
- I am aware that no Money/fee/postage/ gift to be paid or given in goodwill to any one during the process of verification and I have informed my family members as well regarding this.
- I am aware that during the Address verification, no photographs or documents to be shared with verifier through any medium (WhatsApp, Email, Etc.).

I have read, understand, and by my signature consent to these statements.

Signature:

Date:

Name (In Block Letters:)

Documents Required (Compulsory)	Attached Yes/ No
Completed & Signed Application Form	
Copy of Relevant Employment Certificates	
Copy of Relevant Education Certificates	
Copy of Passport/Pan Card	
One Passport Size Photograph	
Copy of Utility Bill of the Mentioned Address	
Copy of Bank Statement of last 03 months	