

Genpact Employment Application

An Equal Opportunity Employer

It is the policy of Genpact to employ, train, compensate, promote and provide other terms and conditions of employment, without regard to a person's race, color, religion, national origin, sex (including pregnancy), sexual orientation, age, disability, veteran status, or other characteristics protected by law. **This application must be completed in full. Please print or type. Answer every question.**

EMPLOYMENT ELIGIBILITY

The Immigration Reform and Control Act of 1986 prohibits the employment of unauthorized aliens, and requires employers to verify the employment eligibility of all new employees. An offer of employment made by the Company will be conditioned upon your providing the documentation required by law as evidence of your personal identity and your authorization to work in the United States. Any offer of employment is also conditioned upon the successful completion of a background investigation, a post-offer physical evaluation (if applicable) and a drug screen.

PERSONAL DATA

Name: _____			Date of Application: _____		
_____	_____	_____			
Last			First Middle		
Previous/Different last name(s) used in past 7 years, including maiden last name, if applicable. Please indicate N/A if you have no other names: _____					
Street Address: _____					
City: _____		State/Province: _____		Country: _____ ZIP/Postal Code: _____	
Email Address: _____				Is Your Age Under 18? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Telephone (day): _____			(evening): _____		
Do you have the legal right to work in the USA? (If yes, verification will be required)				<input type="checkbox"/> Yes <input type="checkbox"/> No	

JOB INTEREST

What position are you applying for?: _____		Date Available For Employment: _____	
How or by whom were you referred to us? _____			
Please provide your drivers license number. Your motor vehicle record will be checked if you are applying for a position that requires you to operate a Genpact owned/leased, privately owned/leased or rental vehicle for company business.		Name On License: _____	State: _____ License #: _____

EDUCATION AND TRAINING (please do not abbreviate school names)

Please list only those educational institutions where you attended classes (physically or online) and do not include those educational institutions where your degree was acquired by only fulfilling life experience requirements and/or paying a one-time flat fee.

Full School Name	City	State	Major Course or Subject	Did You Graduate	If No, Est. Grad Date	Degree
High School or GED (Testing Site)				Yes <input type="checkbox"/> No <input type="checkbox"/>		
Trade School/Technical School				Yes <input type="checkbox"/> No <input type="checkbox"/>		
College				Yes <input type="checkbox"/> No <input type="checkbox"/>		
Graduate School				Yes <input type="checkbox"/> No <input type="checkbox"/>		
Other Education				Yes <input type="checkbox"/> No <input type="checkbox"/>		

Please indicate name(s) used during highest level of education: _____

PRIVACY POLICY

At Genpact we are committed to protecting your privacy. Your personal information will be processed by a third party provider for purposes of conducting background investigations. Your personal information will be used by Genpact for recruitment, human resource processes and background check purposes. By submitting your personal information and signing this application, you agree that Genpact may process it for recruitment, human resources processes and background check purposes.

PRIOR ADDRESS INFORMATION

Please indicate all addresses – other than the current address indicated on Page 1 – that you have used in the last seven years.

Street Address: _____

City: _____ State/Province: _____ ZIP/Postal Code: _____

Country: _____ Dates At This Address: FROM: _____ TO: _____

Street Address: _____

City: _____ State/Province: _____ ZIP/Postal Code: _____

Country: _____ Dates At This Address: FROM: _____ TO: _____

Street Address: _____

City: _____ State/Province: _____ ZIP/Postal Code: _____

Country: _____ Dates At This Address: FROM: _____ TO: _____

Street Address: _____

City: _____ State/Province: _____ ZIP/Postal Code: _____

Country: _____ Dates At This Address: FROM: _____ TO: _____

Street Address: _____

City: _____ State/Province: _____ ZIP/Postal Code: _____

Country: _____ Dates At This Address: FROM: _____ TO: _____

EMPLOYMENT

Were you ever employed by Genpact? ☐ Yes ☐ No
If yes, which business?

Dates Employed From:

Location?

Dates Employed To:

Are you currently subject to a non-compete or employment agreement with another employer? ☐ Yes ☐ No

Starting with your current or most recent employment, list all previous employers. Include self-employment, military service, summer and part-time jobs for at least the last ten years. Include at least your three most recent employers, if applicable. **Must be completed in full for each employer. Writing "See resume" is not acceptable.**

CURRENT/PREVIOUS EMPLOYER - Please use complete names--no abbreviations. If self-employed, please indicate name of business entity

Company Name:	Start Date:	End Date:	Job Title and Duties:
Street Address:	Department:		
City:	State:	Telephone Number: () -	
When may we contact this employer? <input type="checkbox"/> Now <input type="checkbox"/> After acceptance of offer			
Reason For Leaving:			Name & Title of Mgr (or Commanding Officer):
Company Name:	Start Date:	End Date:	Job Title and Duties:
Street Address:	Department:		
City:	State:	Telephone Number: () -	
Reason For Leaving:			Name & Title of Mgr (or Commanding Officer):
Company Name:	Start Date:	End Date:	Job Title and Duties:
Street Address:	Department:		
City:	State:	Telephone Number: () -	
Reason For Leaving:			Name & Title of Mgr (or Commanding Officer):
Company Name:	Start Date:	End Date:	Job Title and Duties:
Street Address:	Department:		
City:	State:	Telephone Number: () -	
Reason For Leaving:			Name & Title of Mgr (or Commanding Officer):

CONVICTIONS/SUSPENSIONS/DEBARMENTS

Have you ever been convicted of a felony? Include all pleas of "guilty" or "no contest"*

☐ Yes

☐ No

If Yes to the above question, please indicate the county and state.

County: _____

State: _____

Have you been convicted of or imprisoned for any type of misdemeanor within the last seven years?*

☐ Yes

☐ No

MA applicants should not respond to the above questions and should proceed to the next section.

WA applicants, consider conviction or release from imprisonment, whichever is more recent, within last seven years.

CA applicants, exclude information regarding (1) convictions of marijuana offenses in violation of CA Health and Safety Code Sections 11357 (b) or (c) or a statutory predecessor thereof, 11360(c) [now (b)], 11364, 11365, or 11550, as they related to marijuana prior to January 1, 1976, or a statutory predecessor thereof, which are more than two years old; (2) any misdemeanor conviction for which probation has been successfully completed or otherwise discharged and the case has been judicially dismissed pursuant to California Penal Code Section 1203.4; and (3) detentions that did not result in convictions.

Hawaii applicants: Do not answer either of the above two questions.

Applicants in **AK, CA, CO, DE, IL, MD, OH, OK, OR, RI, UT** and **VA** need not disclose information pertaining to sealed or expunged conviction records.

Applicants in **CT** need not disclose arrests, criminal charges or convictions for which records have been erased pursuant to Conn. Gen. Stat. 46b-146, 54-76o, or 54-142a. These records pertain to findings of delinquency; findings that a child was a member of a family with service needs; adjudications as a youthful offender; dismissed or nolle criminal charges; criminal charges for which they have been found not guilty; or convictions for which they received absolute pardons. Applicants whose criminal records have been so erased are deemed never to have been arrested and may so swear.

Are you currently debarred, suspended or otherwise ineligible to work on any federally funded program?

☐ Yes

☐ No

If **Yes** to any of the above questions, please explain fully. **This information will not necessarily bar an applicant from employment and, therefore, any uncertainty should be resolved in favor of disclosure. The nature and seriousness of the crime and date of conviction will be considered.** _____

FOR APPLICANTS IN MARYLAND AND MASSACHUSETTS

UNDER MARYLAND LAW, AN EMPLOYER MAY NOT REQUIRE OR DEMAND, AS A CONDITION OF EMPLOYMENT, PROSPECTIVE EMPLOYMENT, OR CONTINUED EMPLOYMENT, THAT AN INDIVIDUAL SUBMIT TO OR TAKE A LIE DETECTOR OR SIMILAR TEST. AN EMPLOYER WHO VIOLATES THIS LAW IS GUILTY OF A MISDEMEANOR AND SUBJECT TO A FINE NOT EXCEEDING \$100.

IT IS UNLAWFUL IN MASSACHUSETTS TO REQUIRE OR ADMINISTER A LIE DETECTOR TEST AS A CONDITION OF EMPLOYMENT OR CONTINUED EMPLOYMENT. AN EMPLOYER WHO VIOLATES THIS LAW SHALL BE SUBJECT TO CRIMINAL PENALTIES AND CIVIL LIABILITY. AN APPLICANT FOR EMPLOYMENT WITH A SEALED RECORD ON FILE WITH THE COMMISSIONER OF PROBATION MAY ANSWER 'NO RECORD' WITH RESPECT TO AN INQUIRY HEREIN RELATIVE TO PRIOR ARRESTS, CRIMINAL COURT APPEARANCES OR CONVICTIONS. IN ADDITION, ANY APPLICANT FOR EMPLOYMENT MAY ANSWER 'NO RECORD' WITH RESPECT TO ANY INQUIRY RELATIVE TO PRIOR ARRESTS, COURT APPEARANCES AND ADJUDICATIONS IN ALL CASES OF DELINQUENCY OR AS A CHILD IN NEED OF SERVICES WHICH DID NOT RESULT IN A COMPLAINT TRANSFERRED TO THE SUPERIOR COURT FOR CRIMINAL PROSECUTION.

Applicant's Acknowledgement: _____

ADDITIONAL INFORMATION

State any additional information you feel may be helpful to us in considering your application. This could include any specialized training or courses you have completed that will aid in evaluating your qualifications for the position you are seeking. (Example: If applying for a clerical position, note training such as word processing, typing, calculator, computer, hardware, software, etc.) Please include grade or other indicator of achievement, such as words per minute typed. You should feel free to attach a resume.

REFERENCES

Please list at least three business or school related references that Genpact may contact regarding your application. Do not include relatives.

Reference Name

Address

Daytime Phone Number

1.

2.

3.

COMMITMENT TO INTEGRITY

Genpact's commitment to integrity is an integral part of our success. As such, all employees must acknowledge in writing their commitment to adhering to Genpact's policies and reporting concerns about possible violations.

APPLICANT RELEASE AND ACKNOWLEDGEMENT

I understand that Genpact (hereinafter referred to as the Company) requires certain information about me to evaluate my qualifications for employment and to conduct its business if I become an employee. Therefore, I authorize the Company to investigate my past employment, educational credentials, and other employment-related activities. I agree to cooperate in such investigations and release those parties supplying such information to the Company from all liability or responsibility with respect to information supplied.

I agree that the Company may use the information it obtains concerning me in the conduct of its business. I understand that such use may include disclosure outside the Company in those cases where its agents and contractors need such information to perform their functions, where their company's legal interests and/or obligations are involved, or where there is a medical emergency involving me. I understand, however that the Company intends to protect the confidentiality of personal information it obtains concerning me to the extent required by law.

I agree that I will not disclose or use while interviewing with or employed with Genpact any confidential or proprietary information of others, including any former employer.

I understand that any employment with the Company would not be for any fixed period of time and that, if employed, I may resign at any time, for any reason, or the Company may terminate my employment at any time for any reason in the absence of a specific written agreement to the contrary. I understand that my employment-at-will status may not be modified or changed except in writing and signed by a duly authorized officer of the Company.

I understand that any false answers or statements made by me on this application, any supplement thereto or in connection with the above-mentioned investigations may be grounds for refusal of employment, invalidate my employment or, if employed, will be sufficient grounds for immediate discharge and render me ineligible for any Company benefits.

My signature below acknowledges that I have read, understand, and agree to the terms of the entire application.

Applicant's Signature:

Date:

Applicant Name: _____

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Confidential Pre-Employment Survey

(To be given with Employment Application)

We request that you provide the following information on a voluntary basis. The Federal Government requires us to report on the sex and race of every applicant. This information is requested for statistical purposes only, and will not be kept with your application or used in connection with any employment decisions. There will be no negative consequences to you if you choose not to provide this information.

PERSONAL DATA

Name: _____			Date of Application: _____	
_____	_____	_____		
Street Address: _____				
City: _____		State/Province: _____	Country: _____	ZIP/Postal Code: _____
Telephone (day): _____		(evening): _____		

SELF IDENTIFICATION

(Mark only one sex and one race/ethnic group.)

SEX: ☐ Male ☐ Female

RACE/ETHNICITY:

- ☐ **American Indian or Alaskan Native** (A person with origins in any of the original peoples of North America who maintains cultural identification through tribal affiliation or community recognition.)
- ☐ **Asian or Pacific Islander** (A person with origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent, or the Pacific Islands. This area includes, for example, China, Japan, Korea, the Philippine Republic and Samoa; and on the Indian Subcontinent, includes India, Pakistan, Bangladesh, Sri Lanka, Nepal, Sikkim and Bhutan.)
- ☐ **Black/African American** (An individual, not of Hispanic origin, with origins in any of the Black racial groups of Africa.)
- ☐ **Hispanic** (A person of Mexican, Puerto Rican, Cuban, Central or South American or other Spanish culture or origin, regardless of race. This does not include persons of Portuguese descent or persons from Central or South America who are not of Spanish origin or culture.)
- ☐ **White** (An individual, not of Hispanic origin, with origins in any of the original peoples of Europe, North Africa, or the Middle East.)
- ☐ **2 or More Races** (All persons who identify with more than one of the above five races.)

Applicant's Signature: _____

Date: _____

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