

	YASH TECHNOLOGIES	
	BACKGROUND VERIFICATION FORM	ID: YASH-TAC-001-T002 V4.0

Please do spare time & read these instructions before you start filling the form.

Guidelines to Your Background Verification Form

General Instructions:

- **PLEASE USE THIS FONT WHILE FILLING THE ENTIRE FORM THROUGH DESKTOP SYSTEMS – CALIBRI; FONT SIZE 11**
- Please sign all the pages of this Form including the last one during Joining Formalities.
- Please do mention the contact numbers wherever asked.
- Kindly mention the updated contact numbers & email ids as applicable wherever asked.

Category Specific Instructions:

Personal Details:

- Kindly mention your Full Name in CAPITAL Letters.

Address:

- All the categories are **MANDATORY** to be filled. Do not leave any category blank.
- Please make sure your complete address with proper landmark is mentioned in permanent as well as current address blocks.

Education:

- Kindly mention all the details of education including the roll numbers/seat numbers/etc.
- Please mention the exact & Full Name & Address of school/college/Institution/organization you have studied in.

Employment Records:

- All the categories are **MANDATORY** to be filled. Do not leave any category blank.
- Kindly mention the Employment Records in Descending Order – Latest Employment is to be mentioned first.
- Kindly mention “NA” wherever information is absolutely Unavailable / Non-applicable.
- Kindly mentioned the full date of Employment duration & do not leave any of them blank.
- **If you were deployed / deputed to other company, then kindly mention the details of only your Parent company on whose payrolls you were employed.**
- Please ensure all the contact numbers of Company/Supervisor/HR Manager are updated ones & functional.
- Kindly mention the updated & functional Email Ids wherever asked.
- Please mention the document/documents submitted by you during the Joining Formalities at YASH for the particular Employment as asked.
- Please do mention the current status of the company for the particular employment record.

Reference Verification:

- Kindly make sure that the references are Professional & not Personal/Relatives.

Information Release Form:

- Please write your full name as asked.
- Kindly Sign the form & mention the date on which you are signing it during Joining Formalities.

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Employee Code (To be filled in by HR on Joining)	<input type="text"/>	Employee Location (To be filled in by HR on Joining)	<input type="text"/>
PERSONAL DETAILS			
Full Name of Candidate: First <input type="text"/> Middle <input type="text"/> Surname <input type="text"/>			
Mother's Maiden Name :			
Have you ever been known by another name?		<input type="checkbox"/> YES <input type="checkbox"/> NO If Yes , please write the other name:	
Place of Birth:		Date of Birth (dd/mm/yy):	
Gender:		Nationality:	
Father's Name		Passport No.	SSN No. (Mandatory for US address)
Home Phone		Office Phone	Mobile

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RESIDENTIAL ADDRESS

Permanent Address	
City :	State :
Pin Code :	Nearest Landmark :
Name of the contact person at the address :	
Relationship of contact person :	
Landline No.	Mobile No.
Nature Of Location: Rented/Owned/Others	Preferred time of the day for conducting the verification, if any :
Residing Since (Mandatory): (Year)	Residing Till (Mandatory): (Year)

Current Address	
City :	State :
Pin :	Nearest Landmark :
Contact Person at the address :	
Relationship of contact person :	
Landline No.	Mobile No.
Nature Of Location: Rented/Owned/Others	Preferred time of the day for conducting the verification, if any :
Residing Since (Mandatory): (Year)	Residing Till (Mandatory): (Year)

EDUCATION RECORD

EDUCATION RECORD <i>(Start with the latest / highest qualification; please attach photocopies of the documents)</i> <u>All fields are mandatory</u>					
Name & Address of School/College/Institute	Name & Address of University its affiliated	Type of Degree/Diploma obtained. State "F" for fulltime and "P" for part-time within brackets	Dates Attended From To		Roll Number/Registration Number/Exam Seat number

PROFESSIONAL EDUCATION RECORD

PROFESSIONAL EDUCATION RECORD <i>(Start with the latest/ highest qualification; please attach photocopies of the documents)</i> <u>All fields are mandatory</u>					
Name & Address of School/College/Institute (Mandatory)	Name & Address of University its affiliated (Mandatory)	Type of Degree/Diploma obtained. State "F" for fulltime and "P" for part-time within brackets	Dates Attended From To		Roll Number/Registration Number/Exam Seat number

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EMPLOYMENT RECORDS

<p><i>PLEASE MENTION THE RECORDS IN DESCENDING ORDER (LATEST EMPLOYMENT TO BE MENTIONED FIRST)</i></p> <p><i>ALL THE FIELDS ARE MANDATORY TO BE FILLED</i></p> <p><i>KINDLY MENTION 'NA' WHEREVER NO INFORMATION IS ABSOLUTELY UNAVAILABLE/ NON-APPLICABLE</i></p>				
<u>Employer 1</u> Full Name of the Company		Employee ID	From (dd/mm/yy)	To (dd/mm/yy)
Address			Phone Number	
City	State	Country	Postal Code	
Job Title		Designation		
Reason of Leaving		Final Salary (Annual CTC): Mode of Payment: <input type="checkbox"/> Direct Transfer <input type="checkbox"/> Cheque <input type="checkbox"/> Cash <input type="checkbox"/> Others (Please Specify Details)		
Supervisor's - Name: Title: Contact Number: Email ID:		HR Manager's - Name: Contact Number: Email ID:		
Tick Mark The Documents Submitted for this Employment while Joining at YASH: <input type="checkbox"/> Offer Letter <input type="checkbox"/> Resignation Letter <input type="checkbox"/> Resignation Acceptance <input type="checkbox"/> Relieving Letter <input type="checkbox"/> Service Certificate <input type="checkbox"/> Experience Letter <input type="checkbox"/> Salary Slips <input type="checkbox"/> Full & Final Settlement Document <input type="checkbox"/> None		Current Status of the Company: <input type="checkbox"/> In Existence <input type="checkbox"/> Closed <input type="checkbox"/> Not Known		

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<u>Employer 2</u> Full Name of the Company		Employee ID	From (dd/mm/yy)	To (dd/mm/yy)
Address			Phone Number	
City	State	Country	Postal Code	
Job Title		Designation		
Reason of Leaving		Final Salary (Annual CTC): Mode of Payment: <input type="checkbox"/> Direct Transfer <input type="checkbox"/> Cheque <input type="checkbox"/> Cash <input type="checkbox"/> Others (Please Specify Details)		
Supervisor's - Name: Title: Contact Number: Email ID:		HR Manager's - Name: Contact Number: Email ID:		
Tick Mark The Documents Submitted for this Employment while Joining at YASH: <input type="checkbox"/> Offer Letter <input type="checkbox"/> Resignation Letter <input type="checkbox"/> Resignation Acceptance <input type="checkbox"/> Relieving Letter <input type="checkbox"/> Service Certificate <input type="checkbox"/> Experience Letter <input type="checkbox"/> Salary Slips <input type="checkbox"/> Full & Final Settlement Document <input type="checkbox"/> None		Current Status of the Company: <input type="checkbox"/> In Existence <input type="checkbox"/> Closed <input type="checkbox"/> Not Known		

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<u>Employer 3</u> Full Name of the Company		Employee ID	From (dd/mm/yy)	To (dd/mm/yy)
Address			Phone Number	
City	State	Country	Postal Code	
Job Title		Designation		
Reason of Leaving		Final Salary (Annual CTC): Mode of Payment: <input type="checkbox"/> Direct Transfer <input type="checkbox"/> Cheque <input type="checkbox"/> Cash <input type="checkbox"/> Others (Please Specify Details)		
Supervisor's - Name: Title: Contact Number: Email ID:		HR Manager's - Name: Contact Number: Email ID:		
Tick Mark The Documents Submitted for this Employment while Joining at YASH: <input type="checkbox"/> Offer Letter <input type="checkbox"/> Resignation Letter <input type="checkbox"/> Resignation Acceptance <input type="checkbox"/> Relieving Letter <input type="checkbox"/> Service Certificate <input type="checkbox"/> Experience Letter <input type="checkbox"/> Salary Slips <input type="checkbox"/> Full & Final Settlement Document <input type="checkbox"/> None		Current Status of the Company: <input type="checkbox"/> In Existence <input type="checkbox"/> Closed <input type="checkbox"/> Not Known		

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<u>Employer 4</u> Full Name of the Company		Employee ID	From (dd/mm/yy)	To (dd/mm/yy)
Address			Phone Number	
City	State	Country	Postal Code	
Job Title		Designation		
Reason of Leaving		Final Salary (Annual CTC): Mode of Payment: <input type="checkbox"/> Direct Transfer <input type="checkbox"/> Cheque <input type="checkbox"/> Cash <input type="checkbox"/> Others (Please Specify Details)		
Supervisor's - Name: Title: Contact Number: Email ID:		HR Manager's - Name: Contact Number: Email ID:		
Tick Mark The Documents Submitted for this Employment while Joining at YASH: <input type="checkbox"/> Offer Letter <input type="checkbox"/> Resignation Letter <input type="checkbox"/> Resignation Acceptance <input type="checkbox"/> Relieving Letter <input type="checkbox"/> Service Certificate <input type="checkbox"/> Experience Letter <input type="checkbox"/> Salary Slips <input type="checkbox"/> Full & Final Settlement Document <input type="checkbox"/> None		Current Status of the Company: <input type="checkbox"/> In Existence <input type="checkbox"/> Closed <input type="checkbox"/> Not Known		

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REFERENCE VERIFICATION

Note – The reference provided should be currently employed or engaged in a professional activity.

****Please ensure that the contact numbers of the References are active numbers and are reachable for verification.**
Kindly provide with the Professional References & not Personal/of relatives.

REFERENCE (1)

Full name of the Reference (Professional)

Contact Number

Email ID

Organization

Designation

Relationship with the candidate

REFERENCE (2)

Full name of the Reference (Professional)

Contact Number

Email ID

Organization

Designation

Relationship with the candidate

REFERENCE (3)

Full name of the Reference (Professional)

Contact Number

Email ID

Organization

Designation

Relationship with the candidate

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OTHER INFORMATION

Marital Status: Married / Unmarried / Other

Family Background:
Single (Father, Mother & Sibling details):

Name	Relation	Occupation	Contact Number	Location

Married (Father, Mother, Wife & Children details):

Name	Relation	Occupation	Contact Number	Location

Do you have a Bond with your current employer? If yes, please give details of the time period, amount and any other relevant details.

If you have any relatives / friends / acquaintances in this company working at present or in the past, please give details.

Name	Department/Technology	Relationship	Contact Number

Awards / Achievements or Special Comments:

Areas of Interest:

Do you posses any technical certification/ training? (Specify):

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CURRENT EMOLUMENTS

Please list out all the perquisites, which can be measured monetarily including those benefits that may be once in 2-3 years also.

Elements Of Compensation	Details	Annual
	Basic	
	House Rent Allowance	
	Special Allowance	
	Conveyance	
	Leave Travel Assistance	
	Medical Reimbursement	
	Medical Insurance	
	Provident Fund	
	Superannuation	
	Gratuity	
	Any other Benefits/ Perks (Please Specify)	
	Performance Bonus	
	TOTAL	
	Last Appraisal Month/Year	
	% Hike in present Company for last appraisal	

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INFORMATION RELEASE FORM

To Whom It May Concern:

Please print

I _____
 Last name First name Middle name

I hereby authorize KPMG or their representatives to verify information presented on my employment application/resume 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 employment record held by any company or business for whom I previously worked. This information should include the dates of employment; the nature of the position held, [details of my salary upon departure] and an appraisal of my performance, capabilities and character. 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.
- of my qualification/degree (copy of my certificates attached)
- information in respect to my character from the records maintained by local authorities

 Signature:

 Date: dd / mm / yyyy