**Allegis Services (India) Private Limited- Background Verification Form**

Instructions: Please fill the form in **BLOCK** letters only and do not use any abbreviations

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Personal Information** | | | | | | | | | | |
| **First Name** | |  | | | | | | Please affix your most recent photo here | | |
| **Middle Name** | |  | | | | | |
| **Last Name** | |  | | | | | |
| **Nationality** | |  | | | | | |
| **Gender** | | Male  Female | | | | | |
| **Marital Status** | |  | | | | | |
| **Contact Number** | |  | | | | | |
| **Email ID** | |  | | | | | |
| **Date of Birth** | | D | D | M | M | Y | Y | | Y | Y |
| **Father’s Name** | |  | | | | | | | | |
| **Identification Number** | |  | | | | | | | | |
| **Identification Type** | |  | | | | | | | | |
| **Last 5 Years Of Address including Current, Permanent and Previous** | | | | | | | | | | |
| **Current Address** | | | | | | | | | | |
| **House/Flat Number** | |  | | | | | | | | |
| **Building Number &**  **Name** | |  | | | | | | | | |
| **Address Line 1** | |  | | | | | | | | |
| **Address Line 2** | |  | | | | | | | | |
| **Address Line 3** | |  | | | | | | | | |
| **City** | |  | | | | | | | | |
| **Postal Code** | |  | | | | | | | | |
| **State** | |  | | | | | | | | |
| **Country** | |  | | | | | | | | |
| **Prominent Landmark** | |  | | | | | | | | |
| **Period of Stay** | **From** | D | D | M | M | Y | Y | | Y | Y |
| **To** | D | D | M | M | Y | Y | | Y | Y |
| **Contact Number** | |  | | | | | | | | |
| **Previous Address details** | | | | | | | | | | |
| **Same As Above** | | **YES**  **NO** | | | | | | | | |
| **House/Flat Number** | |  | | | | | | | | |
| **Building Number & Name** | |  | | | | | | | | |
| **Address Line 1** | |  | | | | | | | | |
| **Address Line 2** | |  | | | | | | | | |
| **Address Line 3** | |  | | | | | | | | |
| **City** | |  | | | | | | | | |
| **Postal Code** | |  | | | | | | | | |
| **State** | |  | | | | | | | | |
| **Country** | |  | | | | | | | | |
| **Prominent Landmark** | |  | | | | | | | | |
| **Period of Stay** | **From** | D | D | M | M | Y | Y | | Y | Y |
| **To** | D | D | M | M | Y | Y | | Y | Y |

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Contact Number** | |  | | | | | | | |
| **Permanent Address details** | | | | | | | | | |
| **Same As Above** | | **YES**  **NO** | | | | | | | |
| **House/Flat Number** | |  | | | | | | | |
| **Building Number & Name** | |  | | | | | | | |
| **Address Line 1** | |  | | | | | | | |
| **Address Line 2** | |  | | | | | | | |
| **Address Line 3** | |  | | | | | | | |
| **City** | |  | | | | | | | |
| **Postal Code** | |  | | | | | | | |
| **State** | |  | | | | | | | |
| **Country** | |  | | | | | | | |
| **Prominent Landmark** | |  | | | | | | | |
| **Period of Stay** | **From** | D | D | M | M | Y | Y | Y | Y |
| **To** | D | D | M | M | Y | Y | Y | Y |
| **Contact Number** | |  | | | | | | | |

# Education Section

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Post – Graduation or Professional Certification** | | | | | | | | |
| **Name of Qualification Obtained** | |  | | | | | | |
| **Area of Specialization (s)** | |  | | | | | | |
| **Institution Name and Contact Details**  (School/ College/Institute) | |  | | | | | | |
| **Name & Address of University / Board** | |  | | | | | | |
| **Enrolment / Roll / Registration Number** | |  | | | | | | |
| **Period of Study** | **From** | M | M | | Y | | | Y |
| **To** | M | M | | Y | | | Y |
| **Year of Passing** |  | **Graduated** | Yes |  | | No | Pursuing | |
| **Course Attended** | | Regular |  | Evening | |  | Correspondence | |
| **Graduation** | | | | | | | | |
| **Name of Qualification Obtained** | |  | | | | | | |
| **Area of Specialization(s)** | |  | | | | | | |
| **Institution Name and Contact Details**  (School/ College/Institute) | |  | | | | | | |
| **Name & Address of University /**  **Board** | |  | | | | | | |
| **Enrolment / Roll / Registration Number** | |  | | | | | | |
| **Period of Study** | **From** | M | M | | Y | | | Y |
| **To** | M | M | | Y | | | Y |
| **Year of Passing** |  | **Graduated** | Yes |  | | No | Pursuing | |
| **Course Attended** | | Regular |  | Evening | |  | Correspondence | |

**Employment Section**

**Note: Please start with your most recent employer need to fill for last 5 years of employment**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Employer 1** | | | | | | | |
| **Company Name** |  | | | | | | |
| **Address Line 1** |  | | | | | | |
| **Address Line 2** |  | | | | | | |
| **Address Line 3** |  | | | | | | |
| **City** |  | | | | | | |
| **Postal Code** |  | | | | | | |
| **State** |  | | | | | | |
| **Company Phone No.** |  | | | **Company Website** | |  | |
| **Designation** |  | | | **Supervisor Name** | |  | |
| **Department** |  | | | **Supervisor’s**  **Designation** | |  | |
| **Remuneration (CTC - PA)** |  | | | **Supervisor’s Email ID** | |  | |
| **Employee ID** |  | | | **Supervisor’s Phone No.** | |  | |
| **Date of Joining** | **D** | **D** | | **M** | **M** | **Y** | **Y** |
| **Date of Exit** | **D** | **D** | | **M** | **M** | **Y** | **Y** |
| **SSN** |  | | | **Reason for Leaving** | |  | |
| **Employment Type** | Full - Time | |  | | Part-Time | |  |
| **Nature of Employment** | Probation | | Permanent | | Contractual | | Temporary |
| **Outsourcing Agency Details, if through contract** | | | | | | | |
|  | | | | | | | |
| **Employer 2** | | | | | | | |
| **Company Name** |  | | | | | | |
| **Address Line 1** |  | | | | | | |
| **Address Line 2** |  | | | | | | |
| **Address Line 3** |  | | | | | | |
| **City** |  | | | | | | |
| **Postal Code** |  | | | | | | |
| **State** |  | | | | | | |
| **Company Phone No.** |  | | | **Company Website** | |  | |
| **Designation** |  | | | **Supervisor Name** | |  | |
| **Department** |  | | | **Supervisor’s**  **Designation** | |  | |
| **Remuneration (CTC - PA)** |  | | | **Supervisor’s Email ID** | |  | |
| **Employee ID** |  | | | **Supervisor’s Phone No.** | |  | |
| **Date of Joining** | **D** | **D** | | **M** | **M** | **Y** | **Y** |
| **Date of Exit** | **D** | **D** | | **M** | **M** | **Y** | **Y** |
| **SSN** |  | | | **Reason for Leaving** | |  | |
| **Employment Type** | Full - Time | |  | | Part-Time | |  |
| **Nature of Employment** | Probation | | Permanent | | Contractual | | Temporary |
| **Outsourcing Agency Details, if through contract** | | | | | | | |
|  | | | | | | | |



|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | | | | | | | |
| **Employer 3** | | | | | | | |
| **Company Name** |  | | | | | | |
| **Address Line 1** |  | | | | | | |
| **Address Line 2** |  | | | | | | |
| **Address Line 3** |  | | | | | | |
| **City** |  | | | | | | |
| **Postal Code** |  | | | | | | |
| **State** |  | | | | | | |
| **Company Phone No.** |  | | | **Company Website** | |  | |
| **Designation** |  | | | **Supervisor Name** | |  | |
| **Department** |  | | | **Supervisor’s**  **Designation** | |  | |
| **Remuneration (CTC - PA)** |  | | | **Supervisor’s Email ID** | |  | |
| **Employee ID** |  | | | **Supervisor’s Phone No.** | |  | |
| **Date of Joining** | **D** | **D** | | **M** | **M** | **Y** | **Y** |
| **Date of Exit** | **D** | **D** | | **M** | **M** | **Y** | **Y** |
| **SSN** |  | | | **Reason for Leaving** | |  | |
| **Employment Type** | Full - Time | |  | | Part-Time | |  |
| **Nature of Employment** | Probation | | Permanent | | Contractual | | Temporary |
| **Outsourcing Agency Details, if through contract** | | | | | | | |
|  | | | | | | | |

# Letter of Authorization

**To whom it may concern**

I understand that the information provided by me may be used by the organization or an outside agency to verify and validate the information I have provided including my employment, my personal background, professional standing, work history and qualifications.

I understand that the organization or an outside background agency may obtain information it deems appropriate from various sources including, but not limited to, the following: current and past employers, criminal conviction records, school records, College records and professional and personal references.

I authorize, without reservation, any individual, corporation or other private or public entity to furnish the organization or outside background verification agency all information about me.

I unconditionally release and hold harmless any individual, corporation, or private or public entity from any and all causes of action that might arise from furnishing to the organization or outside background verification agency that they may request pursuant to this release.

This authorization and release, in original, faxed or photocopied form, shall be valid for this and any future reports and updates that may be requested.

|  |  |
| --- | --- |
| **Signature** |  |
| **Name (In Block Letters)** |  |
| **Date** |  |