# SOF for Employment

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I Anshuman Singh of, **son of Mr. Vijay Shankar Singh,** Resident- **822D Adarsh Nager colony Akoulwa Chauk Bichiya Gorakhpur 273012 born on 25/08/1991** hereby declare my previous employment(s) for the periods outlined below;

# Employment Summary

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **S.No.** | **Employer Name** | **From (MM/YY)** | **To (MM/YY)** | **Form 16 or Bank Statement (Given/ Not Given)** |
| **1** | **Livpure Pvt. Ltd.** | **07/15** | **09/16** | **Not Given** |
| **2** | **Team Computers Pvt Ltd** | **09/16** | **10/20** | **Given** |
| **3** | **Eagle information systems Pvt. ltd** | **10/20** | **Currently working** | **Not Given** |
| **4** |  |  |  |  |
| **5** |  |  |  |  |
| **6** |  |  |  |  |
| **7** |  |  |  |  |
| **8** |  |  |  |  |
| **9** |  |  |  |  |

*I solemnly state that details & documents provided are true and correct to the best of my knowledge. I understand that if the said information is found inconsistent/ incorrect, will lead to appropriate actions including withdrawal of offer of employment per the recommendation given by the background verification team & in line with HCL policies.*

*I also understand that clearance of Background Verification (BGV) is one of the criteria for Onboarding in HCL / Employment principles in HCL.*

**Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Place :\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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# HCL Candidate: Additional Statement of Fact ( wherein Form16/ Bank statement is not submitted)

**Employer Name** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Period of employment from (MM/YYYY)** \_ \_ /\_ \_ \_ \_ **to (MM/YYYY)** \_ \_ / \_ \_ \_ \_

**Kindly state reason for non- submission of Form 16 & Bank statement.**

**Employment Documents Remarks (Update reason for not sharing)**

* Bank Statement \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Form 16 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Additional List of document shared to establish employment relationship, (If shared, click on the check box)

**Employment Documents Remarks ( Update reason if not available)**

* Relieving letter  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Experience letter  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Resignation acceptance letter  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* PF statement  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Appraisal letter  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Offer letter  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Mail from company domain  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*I confirm that all the information shared above are true , I hereby submit this statement of fact (SOF) for Employment to the above organization as per HCL requirement.. I undertake and agree that commencement of my employment and its continuity is done basis my declaration and documents provided.*

*I also agree, HCL shall reserve all rights to terminate my employment forthwith and I shall bring no claim against HCL in any court of law or before any Governmental authority against termination of my employment on grounds of adverse finding of the Background verification done by HCL authorized vendor on the above facts.*

**Signed by:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Dated:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_