

## Background Verification Form

**Note: Please Provide Complete and Accurate Information. Fields marked with astrics (\*) are mandatory.**

### Personal Details:

1. Complete Name of the Candidate\*:
2. Gender\*:
3. Date of Birth\*:
4. Father's Name (Complete)\*:
5. Nationality\*:
6. PAN Card No., if any\*:
7. Aadhar Card No., if any\*:
8. Director Identification Number (DIN), if any\*:
9. Passport Details, if any\*:
  - a. Passport Number:
  - b. Issue Date:
  - c. Expiry Date:

### Employment History:

**Please provide details of all companies/employers in last 10 years.**

Details of Current Employer (I):	
* Employers Name & Branch: * Address:	
* Position Held & Department:	
Office Telephone Land Line No:	
* Employment Period: <b>(date, month, year)</b>	From To
*Employee Code (If Any): *Last Salary Drawn <b>(per month)</b> :	
Reporting Manager: (Please give Name, Department and contact details)	
Can we verify Current employment details? <b>Yes or No, please specify</b>	
Agency Details (if temporary or contractual)	

Details of Last Employer (II):	
* Employers Name & Branch: * Address:	
* Position Held & Department:	
Office Telephone Land Line No:	
* Employment Period: <b>(date, month, year)</b>	From                      To
*Employee Code (If Any):  *Last Salary Drawn <b>(per month)</b> :	
Reporting Manager: (Please give Name, Department and contact details)	
Agency Details (if temporary or contractual)	
Details of Current or Last Employer (III):	
* Employers Name & Branch: * Address:	
* Position Held & Department:	
Office Telephone Land Line No:	
* Employment Period: <b>(date, month, year)</b>	From                      To
*Employee Code (If Any):  *Last Salary Drawn <b>(per month)</b> :	
Reporting Manager: (Please give Name, Department and contact details)	
Agency Details (if temporary or contractual)	
Details of Current or Last Employer (IV):	
* Employers Name & Branch:  * Address:	
* Position Held & Department:	
Office Telephone Land Line No:	
* Employment Period: <b>(date, month, year)</b>	From                      To

*Employee Code (If Any):	
*Last Salary Drawn ( <b>per month</b> ):	
Reporting Manager: (Please give Name, Department and contact details)	
Agency Details (if temporary or contractual)	

Details of Highest Qualification	
* Name of the University and College:	
Location (town/city) with Complete Address:	
* Degree/ Diploma/ Course completed: (Specialization, if any)	
* Period of the course: ( <b>month, year</b> )	From To
*Roll/ Registration/Seat Number:	
Details of Previous I to Highest Qualification	
* Name of the University and College:	
Location (town/city) with Complete Address:	
* Degree/ Diploma/ Course completed: (Specialization, if any)	
* Period of the course: ( <b>month, year</b> )	From To
*Roll/ Registration/Seat Number:	
Details of Previous II to Highest Qualification	
* Name of the University and College:	
Location (town/city) with Complete Address:	
* Degree/ Diploma/ Course completed: (Specialization, if any)	
* Period of the course: ( <b>month, year</b> )	From To
*Roll/ Registration/Seat Number:	
Details of Professional Qualifications or Certifications (I), if any	
* Name of the University and College:	
Location (town/city) with Complete Address:	
* Degree/ Diploma/ Course completed: (Specialization, if any)	

* Period of the course: <b>(month, year)</b>	From _____ To _____
*Roll/ Registration/Seat Number:	
<b>Details of Professional Qualifications or Certifications (II), if any</b>	
* Name of the University and College:	
Location (town/city) with Complete Address:	
* Degree/ Diploma/ Course completed: (Specialization, if any)	
* Period of the course: <b>(month, year)</b>	From _____ To _____
*Roll/ Registration/Seat Number:	

<b>Details of last 7yrs Address for Address &amp; Criminal Verification:</b>	
<b>* Complete Current Address:</b>	
Town/ City Name:	
* Phone Number:	
*Duration of Stay: <b>(month, year) mandatory</b>	From _____ To _____
* Complete Previous Address 1 :	
Town/ City Name:	
* Phone Number:	
*Duration of Stay: <b>(month, year) mandatory</b>	From _____ To _____
* Complete Previous Address 2:	
Town/ City Name:	
* Phone Number:	
*Duration of Stay: <b>(month, year) mandatory</b>	From _____ To _____
* Complete Previous Address 3:	
Town/ City Name:	
* Phone Number:	
*Duration of Stay: <b>(month, year) mandatory</b>	From _____ To _____
* Complete Previous Address 4 :	
Town/ City Name:	
* Phone Number:	

*Duration of Stay: (month, year) <b>mandatory</b>	From _____ To _____
* Complete Previous Address 5 :	
Town/ City Name:	
* Phone Number:	
*Duration of Stay: (month, year) <b>mandatory</b>	From _____ To _____
* <b><u>Complete Permanent Address</u></b> <b>(MANDATORY):</b>	
Town/ City Name:	
* Phone Number:	
*Duration of Stay: (month, year) <b>mandatory</b>	From _____ To _____
<b>**Details of Professional References:</b>	
<b>Reference 1 :</b>	<b>Details :</b>
Name	
Ph #	
Designation, Company Name	
<b>Reference 2 :</b>	<b>Details :</b>
Name	
Ph #	
Designation, Company Name	
<b>**Details of GAP if Any:</b>	
<b>Reason for GAP 1</b>	
<b>Period of GAP</b>	
<b>Address stayed during the GAP</b>	
<b>Reason for GAP 2</b>	
<b>Period of GAP</b>	
<b>Address stayed during the GAP</b>	

I hereby authorize **“Accolite Software India Private Limited”** and its representative to verify information provided in my application of employment and to conduct enquiries as may be necessary at the company’s discretion. I authorize all persons who may have information relevant to this enquiry to disclose it to **“Accolite Software India Private Limited”** or its representatives.

**Name:**

**Signature:**

**Date:**