**Background Verification Form**

**(Please read carefully before filling up the form)**

**Please note the following while filling up the form**:

* All details asked have to be furnished
* **Dates need to be mentioned in dd/mm/yyyy** format wherever asked.
* Contact Nos. of reference are mandatory

**Supporting Documents to be submitted:**

* **ID proof – PAN card / Passport copy**
* **Manually singed IRF (Information Release form)**

###### Background Verification Form

Name           :\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date:\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

Date of Birth  :\_\_\_\_\_\_\_/\_\_\_\_\_\_\_/\_\_\_\_\_\_\_\_         Marital Status: Married /Single

Maiden / Former Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_   Gender: Female / Male

Email Id:                                                                ContactNo:

Address of Communication:

|  |  |  |
| --- | --- | --- |
| Details of Address (Please provide Mobile Numbers of your family members who can verify the address) | | |
|  | Complete Address- (Detailed) – Pease mention Nearest Police Station in each area of Residence | From:(mm/yy) To:(mm/yy) |
| Permanent Address  (Specify landmark) |  | Start Date:  End date: |
| Current Address  (Specify landmark) |  | Start Date:  End date: |
| Immediate Previous address. I |  | Start Date:  End date: |
| Immediate Previous address. II |  | Start Date:  End date: |

Reference Check:

|  |  |  |
| --- | --- | --- |
| Please provide contact information of three Individuals who have been Supervisors / Academician to you and know your professional / educational background and may be able to comment on your professional career and achievement. We undertake not to contact your present employer until your consent is gained.(Personal acquaintance cannot be mentioned as references) | | |
| Name & Position Held: | Name & Position Held: | Name & Position Held |
| Company Name /  Education Institution: | Company Name /  Education Institution: | Company Name /  Education Institution: |
| Email ID: | Email ID: | Email ID: |
| Mobile number: | Mobile number: | Mobile number: |
| How do you know this person? | How do you know this person? | How do you know this person? |

IDENTITY CHECK

PAN CARD/ PASSPORT

TYPE OF DOCUMENT-

MENTIONED NAME-

DATE OF BIRTH-

FATHERS NAME-

PLACE OF RESIDENCE-

DATE OF ISSUE-

PLACE OF ISSUE-

EXPIRY DATE-

# Have you worked in GE before: Yes / No If YES when - Duration (Month / Year)? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_