

# EMPLOYMENT INFORMATION SHEET

**(PLEASE USE BLOCK LETTERS)**

|  |
| --- |
| I (A) - Personal Details |

**Full Name** *(as in the Passport or Educational certificate)*

**D.O.B:** DD/MM/YYYY **Gender:** Male/Female **Marital Status:** Single/Married **Nationality:**

**Total Yrs of Exp: Designation in HTC: Place of Joining:**  **Date of Joining:** DD/MM/YYYY

**Employee (ID): Res Telephone:**

**Blood Group: Mobile:** Email:

|  |
| --- |
| Current Residential Address *(last 3 years)*: Police Station: |

**Period of stay at the Current address: From: YYYY To: YYYY**  Own/Rental/Mansion

|  |
| --- |
| Residential Address *(Permanent location)*: Police Station: |

**Period of stay at the Permanent address: From: YYYY To: YYYY**

|  |
| --- |
| I (B) – Physical & Legal |

#### Have you ever been afflicted with a communicable disease or a chronic physical or mental disorder, or ever been a drug abuser or addict? YES NO If yes, specify: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mention any serious illnesses you had during the last three years resulting in absence from work for more than a month continuously? YES NO If yes, specify: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Did you undergo any major operation during the last three years? YES NO If yes, specify: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Have you ever been charged or convicted for any offense or crime in India/abroad?**

**YES NO If yes, specify:**

|  |
| --- |
| I (C) - Family Information (In case of emergency) |

|  |  |  |  |
| --- | --- | --- | --- |
| Name | **Relationship** | **Age** | **Phone Number** |
| 1) |  |  |  |
| 2) |  |  |  |

|  |
| --- |
| **II (A) - Educational Qualification***(PG): Copy of mark sheets and degree certificates MUST be attached* |

**University Name:**

**College Name:**

**From:** MM/YYYY **To:** MM/YYYY

**Program: Regular Correspondence Others specify:**

**Type of Degree: Major Subject(s):**

**Percentage/Grade:**

|  |
| --- |
| **II (B) - Educational Qualification***(UG)****:*** *Copy of mark sheets and degree certificates MUST be attached* |

**University Name:**

**College Name:**

**From:** MM/YYYY **To:** MM/YYYY

**Program: Regular Correspondence Others specify:**

**Type of Degree: Major Subject(s):**

**Percentage/Grade:**

|  |
| --- |
| **III (A) - Employment History***(Details of Current or Last Employer)* |

**Company Name:**

**Address** *(branch worked)***:**

**Designation: Department:**

**Employment Date From\*:** DD/MM/YYYY **To\*:** DD/MM/YYYY **Employee ID\*:**

**Type of Employment: Temporary/Permanent**

**Reason for Leaving:**

**Reporting Manager’s Name\*:**

**HR Executive’s Name\*: Email\*:**

**Are there any pending obligations on the part of the Company, such as, clearance of full and final settlement, service, training or overseas and travel bonds? YES NO If yes please specify: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

|  |
| --- |
| **III (B) - Employment History***(Details of Second Last Employer)* |

**Company Name:**

**Address** *(branch worked)***:**

**Designation: Department:**

**Employment Date From\*:** DD/MM/YYYY **To\*:** DD/MM/YYYY **Employee ID\*:**

**Type of Employment: Temporary/Permanent**

**Reason for Leaving:**

**Reporting Manager’s Name\*:**

**HR Executive’s Name\*: Email\*:**

**Are there any pending obligations on the part of the Company, such as, clearance of full and final settlement, service, training or overseas and travel bonds? YES NO If yes please specify: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

|  |
| --- |
| **LETTER OF AUTHORISATION** |

**To Whomsoever It May Concern**

I hereby authorize HTC Global Services India Pvt. Ltd. (HTC) and its authorized representatives to verify information provided in my resume, employment information form and application of employment, and to conduct enquiries as may be necessary, at the company’s discretion. I authorize all person(s)/Company/Organization, who may have information relevant to this enquiry to disclose it to HTC or its representatives, which can be kept confidential. I release all persons from liability on account of such disclosure, of information/data/material facts/any other document or opinion based on my association with them.

I hereby authorize concerned authorities to dispatch my confidential report to HTC or its authorized representatives.

**Note:** Some of our customers’ projects which are highly sensitive in nature may require criminal background checks and other necessary checks carried out before you are assigned to the same. In this connection, and as is the procedure followed by most police departments across India, for criminal background verification, it is possible that police authorities may contact or visit the stated residence and at times even ask to be physically present at the concerned police station. It is part of the standard verification procedure.

|  |
| --- |
| **Privacy Notice and Consent** |

HTC collects and processes personal information relating to job applicants as part of any recruitment process. In general, the processing of your personal information is indispensable in your employment, and thus, does not require your consent. The DPA nonetheless mandates HTC to inform you of the personal information we collect about you and the ways we process and protect this data. There are also instances when the HTC shares your personal information with third parties for legitimate purposes (e.g., background investigation).

What information do we collect?

We collect, use, and keep your personal information, which include but are not limited, to the following:

* Your name, age, gender, photo, civil status, date of birth, address, contact details, blood group, information about dependents, your emergency contact information, including email address and mobile/telephone number.
* Details of your educational qualifications, skills, experience, your referees, employment, disciplinary, and grievance history
* A copy of your driving license
* A copy of your passport
* Information about your remuneration, including benefit entitlements, UAN number, bank account details, annual leave.
* performance appraisals and reviews
* CCTV Footages
* Credit history and relevant financial information
* Any other information you decide to share with us during the registration on the portal.

We collected this information directly from you and from service providers (BGV Vendors, Job Portals etc.,), during your job application and in the course of your employment with HTC. We use this information for personnel administration and general business management purposes, which include, but are not limited to, the following:

* Process payroll and employee benefits.
* facilitate the management of work and employees.
* operate performance and salary reviews.
* operate the HTC’s IT and communications systems; and
* comply with record keeping and other legal and contractual obligations.
* decide about your continued employment.
* gather evidence about grievance or disciplinary hearings.
* address legal disputes.
* assess your education or training requirements.
* ascertain your fitness to work.
* comply with health and safety obligations.
* carry out equal opportunities monitoring.
* prevent fraud.

Sensitive personal information we collect and maintain:

HTC processes information relating to your health, which is considered sensitive personal information under the DPA. These include, but are not limited to:

• records of sick leaves and medical certificates

• pre-employment, annual and executive check-up medical reports

We keep your medical records to administer HTC policies on health benefits, monitor and manage sickness absence and comply with our statutory obligations.

Why does HTC collect and process personal information?

HTC needs to process personal information to ensure that it is complying with the legal obligations of entering into a contract with you and demonstrating the lawfulness of the application and selection process.

If your application is unsuccessful, you may request HTC to process your personal information for the purpose of evaluating your profile for future employment opportunities for which you may be suited, according to the retention criteria as per regulation.

Change of purpose

We will process your personal information on the legitimate interest. Please note that we may process your personal information without your knowledge or consent, in compliance with the above criteria, where this is required or permitted by law.

Who has access to personal information?

Sharing with the government

To comply with its legal and regulatory duties, HTC submits required information to the government, and other government agencies.

Sharing with internal teams

During its operations, HTC may share certain information about you with the internal teams such as finance, marketing, auditing, ITSS and general administration team.

Sharing with third parties

During its operations, HTC may share certain information about you with third parties like insurance providers, auditing firms, and service providers, for legitimate purposes such as but not limited to external audit, security, and other services. HTC ensures that only the required minimum personal information is shared and only with entities that can demonstrate sufficient organizational, technical, and physical security measures.

How we secure your personal information

Your personal information is stored in secured databases managed by the HTC’s Information Technology Shared Services Group. HTC has appropriate physical, technical, and organizational security measures which ensure the confidentiality of your information. These measures will be reviewed over time and upgraded in line with technological developments and regulatory requirements.

Personal Information Updation:

We will request you to review and update the personal information on periodic basis by providing the relevant proof.:

• Contact details

• Employment details (not editable by employee)

• Employee details (not editable by employee)

• Family details

• Education details

• Emergency Contact Details

Your rights

* Request for a copy of your personal information
  + During employment, employees can login to online tool to view their personal information.
* Request correction of the personal information
  + During employment, employees can request corrections to their personal information by providing appropriate government proof to the respective Human Resources team.
* Request erasure of your personal information (this request will be superseded by Law).
  + Post employment, the personal information shall be retained for legitimate purposes by the company for any future validation, request authorized by the employee through third party. The requested information may be shared based on statutory provisions to Legislation or Government authorities and Judiciary body.
* Right to object to processing your personal information for direct marketing purposes.
* Request the transfer of your personal information to another party in a structured, machine readable and commonly used format for data automation.

If you would like to exercise any of these rights, please contact your HR Business Partner. The aforementioned rights will be evaluated according to the limitations and / or specifications that each local legislation establishes.

Data Protection Supervisory Authority

Under applicable legislation, you may have the right to make a complaint at any time to the relevant data protection supervisory authority. You can understand or obtain the details of the applicable supervisory authority by contacting our DPO.

Transferring information outside the EU/EEA

Adequate security measures will be taken to ensure your personal information is protected when your personal information may be transferred outside the EU or to global organizations to perform our contract with you or adhere to our legal requirements,

For how long does HTC retain personal information?

In case of a positive outcome of the recruiting process, your personal information shall be retained as per local, state, national or international regulations.

In case of a not successful application, or you reject the HTC offer, HTC will retain your personal information as per applicable employment law requirement for/in a specific geography. HTC will also retain your personal information in case you specify your choice to HTC during the recruitment process to consider you for new positions.

Changes to this privacy notice

We reserve the right to update this privacy notice at any time, and we will provide you with a new privacy notice when we make any substantial updates, through the same portal where this privacy notice is hosted.

Contact

If you have a privacy concern, complaint, or a question regarding this privacy statement or how we handle your personal information, please direct it to Human.performance@htcinc.com of HTC Global Services, contact us through this webform: https://www.HTCinc.com/contact-us.

**HTC EMPLOYEE CONSENT**

I acknowledge that I have read and understood the HTC Data Privacy Employee Notice. I agree to the processing of my personal information in accordance with the Data Privacy Policy of HTC.

Date: MMM\_DD\_YYYY \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

EMPLOYEE Signature

Name:

Employee code: