

## BGV APPLICATION FORM

*Please fill in the details with utmost attention, as these shall be verified by CGI and / or by its authorized Representatives.*

*All details are compulsory.*

Please Affix  
Your Passport  
Size  
Photograph

### PERSONAL DETAILS

<b>Name of Applicant:</b>		<b>Surname</b>	<b>Middle</b>	<b>First</b>
<b>Date of Birth (dd/mm/yyyy):</b>		<b>Place of Birth:</b>		
<b>Sex:</b>		<b>Nationality:</b>		
<b>Father's Name:</b>		<b>Passport/PAN/DL Number :</b>		
<b>Email ID:</b>		<b>Mobile:</b>		

### RESIDENTIAL ADDRESSES

#### PERMANENT ADDRESS:

<b>City:</b>	<b>State:</b>
<b>Pin:</b>	<b>Phone No.:</b>
<b>Duration of Stay: From (dd/mm/yyyy) To (dd/mm/yyyy)</b>	<b>Nature of location:</b> <input type="checkbox"/> Rented <input type="checkbox"/> Own <input type="checkbox"/> Other (Specify)

#### CURRENT ADDRESS:

<b>City:</b>	<b>State:</b>
<b>Pin:</b>	<b>Phone No.:</b>
<b>Duration of Stay: From (dd/mm/yyyy) To (dd/mm/yyyy)</b>	<b>Nature of location:</b> <input type="checkbox"/> Rented <input type="checkbox"/> Own <input type="checkbox"/> Other (Specify)

EDUCATION DETAILS							
QUALIFICATION	NAME & ADDRESS OF SCHOOL / COLLEGE / INSTITUTE	NAME & ADDRESS OF BOARD / UNIVERSITY TO WHICH THE SCHOOL / COLLEGE / INSTITUTE IS AFFILIATED TO	COURSE ATTENDED	REGULAR / CORRESPONDENCE	DATES ATTENDED		ROLL NUMBER / REGISTRATION NUMBER / EXAM SEAT NUMBER
					YEAR OF ENROLMENT (MM/YY)	YEAR PASSED (MM/YY)	
GRADUATION							
DEGREE:  DISCIPLINE:							
POST-GRADUATION							
DEGREE:  DISCIPLINE:							
ANY OTHER							

**ADDRESS HISTORY (LIST MOST RECENT FIRST) – PLEASE PROVIDE ADDRESS FOR THE LAST 10 YEARS**

From	To	Address	State	Country	Pin Code	Mobile No.

<b>EMPLOYMENT RECORD:</b> Starting with your present or most recent employer, please list last 3 employments.				
<b>CURRENT EMPLOYER:</b>		<b>Employee Id:</b>	<b>From (dd/mm/yyyy):</b>	<b>To (dd/mm/yyyy):</b>
<b>Office Address:</b>			<b>Universal Account No. ( UAN ) :</b>	<b>Email ID:</b>
<b>City:</b>	<b>State:</b>	<b>Country:</b>	<b>Postal Code:</b>	
<b>Job Title:</b>		<b>Reason for Leaving:</b>		
<b>Employment Status:</b> <i>(Please check the relevant box)</i>  <input type="checkbox"/> <b>Full Time</b> <input type="checkbox"/> <b>Contract /Through Outsourcing Agency</b>  <b>Outsourcing Agency Details:</b> <b>Name:</b> <b>Address:</b>  <b>Tel No.:</b>		<b>Supervisor / Manager Details:</b>		
		<b>Name:</b>		
		<b>Title:</b>		
		<b>Phone No.:</b>		
		<b>E-mail id:</b> <i>(Official)</i>		
		<b>HR Manager's Details:</b>		
		<b>Name:</b>		
		<b>Job Responsibilities:</b>		<b>Phone No.:</b>
<b>E-mail id:</b> <i>(Official)</i>				

<b>EMPLOYER 1:</b>		<b>Employee Id:</b>	From (dd/mm/yyyy):	To (dd/mm/yyyy):
Office Address:		<b>Universal Account No. (UAN):.</b>		Email ID:
City:	State:	Country:	Postal Code:	
Job Title:		Reason for Leaving:		
<b>Employment Status:</b> <i>(Please check the relevant box)</i>  <input type="checkbox"/> Full Time <input type="checkbox"/> Contract /Through Outsourcing Agency  <b>Outsourcing Agency Details:</b>  Name: Address:   Tel No.:		<b>Supervisor's Details:</b>		
		<b>Name:</b>		
		<b>Title:</b>		
		<b>Phone No.:</b>		
		<b>E-mail id:</b> <i>(Preferably official)</i>		
		<b>HR Manager's Details:</b>		
		<b>Name:</b>		
		<b>Phone No.:</b>		
<b>Job Responsibilities:</b>		<b>E-mail id:</b> <i>(Preferably official)</i>		

<b>EMPLOYER 2:</b>		<b>Employee Id:</b>	From (dd/mm/yyyy):	To (dd/mm/yyyy):
Office Address:			<b>Universal Account No. (UAN)::</b>	Email ID:
City:	State:	Country:	Postal Code:	
Job Title:		Reason for Leaving:		
<b>Employment Status:</b> <i>(Please check the relevant box)</i>		<b>Supervisor's Details:</b>		
<input type="checkbox"/> Full Time <input type="checkbox"/> Contract /Through Outsourcing Agency  <b>Outsourcing Agency Details:</b> Name: Address: Tel No.:		<b>Name:</b>		
		<b>Title:</b>		
		<b>Phone No.:</b>		
		<b>E-mail id:</b> <i>(Preferably official)</i>		
		<b>HR Manager's Details:</b>		
<b>Job Responsibilities:</b>		<b>Name:</b>		
		<b>Phone No.:</b>		
		<b>E-mail id:</b> <i>(Preferably official)</i>		

<b>EMPLOYER 3:</b>		<b>Employee Id:</b>	From (dd/mm/yyyy):	To (dd/mm/yyyy):
Street Address:			<b>Universal Account No. (UAN)::</b>	Fax No.:
City:	State:	Country:	Postal Code:	
Job Title:		Reason for Leaving:		
<b>Employment Status:</b> <i>(Please check the relevant box)</i>  <input type="checkbox"/> Full Time <input type="checkbox"/> Contract /Through Outsourcing Agency  <b>Outsourcing Agency Details:</b> Name: Address: Tel No.:		<b>Supervisor's Details:</b>		
		<b>Name:</b>		
		<b>Title:</b>		
		<b>Phone No.:</b>		
		<b>E-mail id:</b> <i>(Preferably official)</i>		
		<b>HR Manager's Details:</b>		
		<b>Name:</b>		
<b>Description of Duties:</b>		<b>Phone No.:</b>		
		<b>E-mail id:</b> <i>(Preferably official)</i>		

### ALL GAPS IN EDUCATION OR EMPLOYMENT DURING YOUR TENURE IF ANY

<b>Reason For Gap:</b>		
Complete Address and Location:		
<b>Duration of Stay:</b>	<b>From</b> (dd/mm/yyyy)	<b>To</b> (dd/mm/yyyy)

<b>Reason For Gap:</b>		
Complete Address and Location:		
<b>Duration of Stay:</b>	<b>From</b> (dd/mm/yyyy)	<b>To</b> (dd/mm/yyyy)

<b>Reason For Gap:</b>
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Complete Address and Location:		
<b>Duration of Stay:</b>	<b>From</b> (dd/mm/yyyy)	<b>To</b> (dd/mm/yyyy)

PROFESSIONAL REFERENCES: PROVIDE DETAILS OF MANAGER (EXP) / PROFESSOR (FRESHER)			
PARTICULARS	REFERENCE 1	REFERENCE 2	REFERENCE 3
NAME			
Organization			
Designation/Position			
Landline No.			
Mobile No.			
Email Address			

Fresher's: Reference has to be from College Professor, Placement cell, Lecturer, Vice Principal or Principal of the respective college they studied with contact details.

Lateral: Reference has to be from Colleague of the previous company where the Designation of the colleague should be of Manager or above with their official email ID and Mobile No.



## INFORMATION RELEASE AUTHORIZATION

I certify that the statements made in this application are valid and complete to the best of my knowledge. I understand that false or misleading information may disqualify my employment.

I understand that **CGI** may request a verification of information provided by me and /or background check from an agency hired by **CGI** for this purpose.

I further understand that the results of verification and checks and any records made out of that information will be used for employment purposes only and will not be given to unauthorized persons.

I authorize **CGI** and/or its verification agency, to conduct a verification and background check including but not limited to the verification and check of information and references stated by me in this application for the consideration of **CGI** be used only for my employment purposes.

I give my consent to obtain my PAN/Passport/Voter ID and any other Government IDs to establish its genuineness. All such verifications should be considered lawful processing and, I do not have any objection(s) around it.

I also understand that the information contained in my job application or otherwise disclosed by me will be stored and processed only for verification for the applied employment. Verification Agency will store data provided by me for the period specified to the **CGI**.

In the event that **CGI** and /or its agents are unable to verify any information and references stated in this application, it is my responsibility to furnish the necessary documentation in support of that information.

**“I fully understand that my personal information would move out of the geographical boundaries of the country I am a resident of, in order to carry on with my verification process”.**

I fully understand that this application or subsequent employment does not create a contract of employment nor guarantee employment for any definite period of time and my employment decision will always be at the sole discretion of **CGI**

I have read, understood, and by my signature consent to these statements.

I authorize **CGI** to contact my present employer. ☐ Yes ☐ No

SIGNATURE:

DATE:

NAME (IN BLOCK LETTERS):

### **Mandatory Documents**

- ID & Address Proofs - (Mandatory documents required – PAN Card, Driving License & Passport).
- Education Proofs – Degree / Passing Certificate and, Final Year or Consolidated All Semesters' marks sheet).
- Employment (if applicable)
  - Current Employment – Resignation acceptance letter or e-mail
  - Previous Employment - Relieving or Experience letter or Service Certificate of last employment