**Candidate’s Declaration Form - India**

Affix recent PP size photo

***Instructions***:

Please provide all the information requested in this form. Incomplete Candidate

Declaration Forms (CDFs) will be returned. **All** supporting documents **must** accompany this form. Photocopies must be **legible.** We have included a checklist to assist you to complete your application comprehensively**.**

**PERSONAL DETAILS**

Full Name (First/Middle/Last):

Father’s / Mother’s Name:

Date of Birth (DD/MM/YY): \_ Mobile Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Nationality: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Passport Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date of issue: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date of expiry: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

PAN Number / Social Security Number (If worked/studied in the US/Any other Country)

**Change of Name if Applicable**

Former Name/Maiden Name Date of Name Change

|  |  |
| --- | --- |
| **Current Address** | **Permanent Address** |
| Door No./Street:City:  State:  Pin: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Period of Stay: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Landmark: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Landline: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Is your residence your own or a rented place? If rented, please provide details of the Landlord  Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  City State: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Pin: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Door No./Street:City:  State:  Pin: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Period of Stay: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Landmark: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Landline: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Is your residence your own or a rented place? If rented, please provide details of the Landlord  Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  City State: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Pin: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

**Note - Please attach 1 address proof each for your current & permanent address.**

**EMPLOYMENT DETAILS – Last 03 Companies**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **(EMP-1) Current Employment 1** | | | | |
| **PERMANENT / CONTRACT EMPLOYMENT** | | | | |
| Name of Company |  | | | |
| Where were you employed? | * Registered Corporate Office | | * Branch Office | |
| Company Address  (Where you were employed) | Door No./Street | | | |
| City |  | State |  |
| Pin |  | Phone |  |
| Period of employment from / to (DD/MM/YYYY) |  | | Employee Code |  |
| Designation |  | | Remuneration |  |
| Nature of Employment (Permanent / Contract) |  | | If Contract, please provide company name |  |
| Supervisor’s Name and Designation |  | | (Email ID) Supervisor / HR |  |
| **State your reason for leaving** |  | | | |
|  | | | |

# **Note: Please attach legible photocopies of the following documents relevant to the entries above**

1) Appointment Letter 2) Service Letter / Resignation Acceptance

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **(EMP-2) Previous EMP** | | | | |
| **PERMANENT / CONTRACT EMPLOYMENT** | | | | |
| Name of Company |  | | | |
| Where were you employed? | * Registered Corporate Office | | * Branch Office | |
| Company Address  (Where you were employed ) | Door No./Street | | | |
| City |  | State |  |
| Pin |  | Phone |  |
| Period of employment from / to (DD/MM/YYYY) |  | | Employee Code |  |
| Designation |  | | Remuneration |  |
| Nature of Employment (Permanent / Contract) |  | | If Contract Please  provide company name |  |
| Supervisor’s Name and Designation |  | | (Email Id) Supervisor / HR |  |
| **State your reason for leaving** |  | | | |
|  | | | |

# **Note: Please attach legible photocopies of the following documents relevant to the entries above**

1. Relieving / Service letter

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **(EMP-3) Previous EMP** | | | | |
| **PERMANENT / CONTRACT EMPLOYMENT** | | | | |
| Name of Company |  | | | |
| Where were you employed? | * Registered Corporate Office | | * Branch Office | |
| Company Address  (Where you were employed ) | Door No./Street | | | |
| City |  | State |  |
| Pin |  | Phone |  |
| Period of employment from / to (DD/MM/YYYY) |  | | Employee Code |  |
| Designation |  | | Remuneration |  |
| Nature of Employment (Permanent / Contract) |  | | If Contract, Please provide company name |  |
| Supervisor’s Name and Designation |  | | (Email ID) Supervisor / HR |  |
| **State your reason for leaving** |  | | | |
|  | | | |

# **Note: Please attach legible photocopies of the following documents relevant to the entries above**

1) Relieving / Service letter

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **(EMP-4) Previous EMP** | | | | |
| **PERMANENT / CONTRACT EMPLOYMENT** | | | | |
| Name of Company |  | | | |
| Where were you employed? | * Registered Corporate Office | | * Branch Office | |
| Company Address  (Where you were employed ) | Door No./Street | | | |
| City |  | State |  |
| Pin |  | Phone |  |
| Period of employment from / to (DD/MM/YYYY) |  | | Employee Code |  |
| Designation |  | | Remuneration |  |
| Nature of Employment (Permanent / Contract) |  | | If Contract, Please provide company name |  |
| Supervisor’s Name and Designation |  | | (Email ID) Supervisor / HR |  |
| **State your reason for leaving** |  | | | |
|  | | | |

# **Note: Please attach legible photocopies of the following documents relevant to the entries above**

1. Relieving / Service letter

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **(EMP-5) Previous EMP** | | | | |
| **PERMANENT / CONTRACT EMPLOYMENT** | | | | |
| Name of Company |  | | | |
| Where were you employed? | * Registered Corporate Office | | * Branch Office | |
| Company Address  (Where you were employed ) | Door No./Street | | | |
| City |  | State |  |
| Pin |  | Phone |  |
| Period of employment from / to (DD/MM/YYYY) |  | | Employee Code |  |
| Designation |  | | Remuneration |  |
| Nature of Employment (Permanent / Contract) |  | | If Contract, Please provide company name |  |
| Supervisor’s Name and Designation |  | | (Email ID) Supervisor / HR |  |
| **State your reason for leaving** |  | | | |
|  | | | |

# **Note: Please attach legible photocopies of the following documents relevant to the entries above**

1) Relieving / Service letter

Authorization/ Declaration and Undertaking

If employed with NTT DATA Business Solutions, I agree to provide copies of all relevant certificates. I understand that employment with NTT DATA Business Solutions is governed by their employment policies as applicable, including satisfactory information from back ground checks.

I hereby certify that all information provided herein, is true and complete to the best of my knowledge and belief. I provide my consent to authorize NTT DATA Business Solutions and its representative to authenticate information I have provided in my resume and this Candidate Declaration Form (CDF). To conduct enquiries as may be necessary at the company’s discretion, I authorize all who may have information relevant to this enquiry to disclose it to NTT DATA Business Solutions and/or its representative. I release all concerned from any liability on account of such disclosures.

I also declare that the information provided by me in my resume and application for employment to NTT DATA Business Solutions and its representative is authentic, and I am liable for inaccuracies and omissions if any.

I hereby promise to extend total co-operation and provide relevant documents required.

Full Name of the Candidate: Signature of the Candidate: