

Employment Verification - Check list

General instructions:

- ❖ The applicant should furnish authentic and accurate information in the Background check form.
- ❖ The applicants' employment with the company is subject to satisfactory verification of his/her character, antecedents and testimonials.
- ❖ All the applicants are required to furnish the photocopies of the following documents along with background- check form.

SR. NO	TYPE OF CHECK	DOCUMENTS REQUIRED																					
1	ACADEMIC	*FINAL YEAR MARKSHEET																					
	Any one document	PROVISIONAL MARKSHEET																					
		DEGREE CERTIFICATE																					
		<input checked="" type="checkbox"/> ALL SEMESTER MARKSHEET																					
2	EMPLOYMENT	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 25%;">EMPLOYMENT 1</th> <th style="width: 25%;">EMPLOYMENT 2</th> <th style="width: 25%;">EMPLOYMENT 3</th> </tr> </thead> <tbody> <tr> <td>RELEIVING LETTER</td> <td>RELEIVING LETTER</td> <td>RELEIVING LETTER</td> </tr> <tr> <td>RELEIVING ACCEPTANCE LETTER</td> <td>RELEIVING ACCEPTANCE LETTER</td> <td>RELEIVING ACCEPTANCE LETTER</td> </tr> <tr> <td>SERVICE LETTER/ EXPERIENCE LETTER</td> <td>SERVICE LETTER/ EXPERIENCE LETTER</td> <td>SERVICE LETTER/ EXPERIENCE LETTER</td> </tr> <tr> <td>APPOINTMENT LETTER</td> <td>APPOINTMENT LETTER</td> <td>APPOINTMENT LETTER</td> </tr> <tr> <td>3 MONTHS SALARY SLIP</td> <td>3 MONTHS SALARY SLIP</td> <td>3 MONTHS SALARY SLIP</td> </tr> <tr> <td>DEPUTATION LETTER IF APPLICABLE</td> <td>DEPUTATION LETTER IF APPLICABLE</td> <td>DEPUTATION LETTER IF APPLICABLE</td> </tr> </tbody> </table>	EMPLOYMENT 1	EMPLOYMENT 2	EMPLOYMENT 3	RELEIVING LETTER	RELEIVING LETTER	RELEIVING LETTER	RELEIVING ACCEPTANCE LETTER	RELEIVING ACCEPTANCE LETTER	RELEIVING ACCEPTANCE LETTER	SERVICE LETTER/ EXPERIENCE LETTER	SERVICE LETTER/ EXPERIENCE LETTER	SERVICE LETTER/ EXPERIENCE LETTER	APPOINTMENT LETTER	APPOINTMENT LETTER	APPOINTMENT LETTER	3 MONTHS SALARY SLIP	3 MONTHS SALARY SLIP	3 MONTHS SALARY SLIP	DEPUTATION LETTER IF APPLICABLE	DEPUTATION LETTER IF APPLICABLE	DEPUTATION LETTER IF APPLICABLE
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3	CRIMINAL	<input checked="" type="checkbox"/> 4 PASSPORT SIZE COLOR PHOTOGRAPHS <div style="border: 1px solid black; padding: 5px; margin-top: 5px;"> (All Document require) ADDRESS PROOF (Current 2 Months Electricity Bill/ Telephone Bill(BSNL)/ Ration Card/) If rental then Leave and License Agreement <input checked="" type="checkbox"/> BIRTH PROOF (Birth Certificate/10th mark sheet /School Leaving Certificate) <input checked="" type="checkbox"/> IDENTITY PROOF (Passport/Driving License/Voter ID Card) </div>																					
4	ADDRESS (Any one document)	<input checked="" type="checkbox"/> ADDRESS PROOF (Electricity Bill/ Telephone Bill(BSNL)/ Ration Card/Passport/Passbook)																					

List of documents not provided: 1 Address proof (rental)

2 _____

In case of any requirement in addition or relation to the document provided, our executive shall get in touch with you as per the contact details provided here in Request you to confirm the best time to call as per your schedule 10:00AM-5:00PM