**Background Verification Form**

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| --- | --- | --- | --- |
| Employee Code | | Employee Location | |
| **PERSONAL DETAILS** | | | |
| **Name of Applicant (Mandatory)**  Surname **(Mandatory)**  Middle **(Mandatory)**  First **(Mandatory)** | | | |
| Maiden Name : | | | |
| Have you ever been known by another name? |  **YES**  **NO**  If **Yes**, please write the other name: | | |
| **Place of Birth: (Mandatory)** | **Date of Birth** (dd/mm/yy): **(Mandatory)** | | |
| Sex: | Nationality: | | |
| Father’s Name **(Mandatory)** | Passport No. | | SSN No.  (Mandatory for US address) |
| Home Phone | Office Phone | | Mobile    Email id- |

|  |  |
| --- | --- |
| **RESIDENTIAL ADDRESS** |  |
| **Permanent Address** |  |
| City : | State : |
| Pin Code : | Nearest Landmark : |
| Name of the contact person at the address : |  |
| Relationship of contact person : |  |
| Landline No. | Mobile No. |
| Nature Of Location: Rented/Owned/Others | Preferred time of the day for conducting the verification, if any : |
| Residing Since (Mandatory): | Residing Till ( Mandatory): |

# EDUCATION RECORD

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| --- | --- | --- | --- | --- | --- |
| **EDUCATION RECORD *(Start with the latest/ highest qualification; please attach photocopies of the documents ) All fields are mandatory*** | | | | | |
| ***Name &***  ***Address of***  ***School/College/***  ***Institute*** | ***Name & Address of***  ***University its affiliated*** | ***Type of Degree/Dipl oma obtained. State “F” for fulltime and***  ***“P” for parttime within brackets*** | ***Dates Attended***    ***From To*** | | ***Roll***  ***Number/Regis***  ***tration***  ***Number/Exam***  ***Seat number*** |
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| **EMPLOYMENT RECORD**  ***If you are associated with family business or having own business, please mention “Self Employed” against respective tenure***  ***If your payroll company and deputed company are different, please share details of payroll company***  ***If you are still employed in this organization, please fill in the date before which you would not like the verification to be initiated in the “To” column. If you are not sure or would like to intimate this date later, please write 'Still Employed”*** | | | | | |
| ***Employer 1***  **Full Name** | | | **Employee**  **ID** | **From (mm/yy)** | **To (mm/yy)** |
| Address | | | | **Phone Number** | |
| City | State | Country | | Postal Code | |
| Job Title | | Reason of Leaving | | | |
| **Designation** | | Final Salary (Annual CTC) | | | |
| **Supervisor Name & Title** | | **HR Manager Name** | | | |
| **Supervisor ‘s Phone Number** | | **HR Manager Phone Number** | | | |

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| --- | --- | --- | --- | --- | --- | --- | --- |
| **EMPLOYMENT RECORD** | | |  | | | | |
| ***Employer 2***  **Full Name** | | |  | **Employee**  **ID** | | **From**  **(mm/yy)** | **To (mm/yy)** |
| Address | | |  | | | **Phone Number** | |
| City | State | | Country | | Postal Code | | |
| Job Title | | | Reason of Leaving | | | | |
| **Designation** | | | Final Salary (Annual CTC) | | | | |
| **Supervisor Name & Title** | | | **HR Manager Name** | | | | |
| **Supervisor ‘s Phone Number** | | | **HR Manager Phone Number** | | | | |
| **EMPLOYMENT RECORD** | | |  | | | | |
| ***Employer 3***  **Full Name** | |  |  | **Employee**  **ID** | | **From**  **(mm/yy)** | **To (mm/yy)** |
| Address | |  |  | | | **Phone Number** | |
| City | | State | Country Postal Code | | | | |
| Job Title | |  | Reason of Leaving | | | | |
| **Designation** | |  | Final Salary (Annual CTC) | | | | |
| **Supervisor Name & Title** | | | **HR Manager Name** | | | | |
| **Supervisor ‘s Phone Number** | | | **HR Manager Phone Number** | | | | |

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| **EMPLOYMENT RECORD** | |  | | | | |
| ***Employer 4***  **Full Name** | |  | **Employee**  **ID** | | **From**  **(mm/yy)** | **To (mm/yy)** |
| Address | |  | | | **Phone Number** | |
| City | State | Country | | Postal Code | | |
| Job Title | | Reason of Leaving | | | | |
| **Designation** | | Final Salary (Annual CTC) | | | | |
| **Supervisor Name & Title** | | **HR Manager Name** | | | | |
| **Supervisor ‘s Phone Number** | | **HR Manager Phone Number** | | | | |

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| **EMPLOYMENT RECORD** | |  | | | |
| ***Employer 5***  **Full Name** |  |  | **Employee**  **ID** | **From**  **(mm/yy)** | **To (mm/yy)** |
| Address |  |  | | **Phone Number** | |
| City | State | Country Postal Code | | | |
| Job Title |  | Reason of Leaving | | | |
| **Designation** |  | Final Salary (Annual CTC) | | | |
| **Supervisor Name & Title** | | **HR Manager Name** | | | |
| **Supervisor ‘s Phone Number** | | **HR Manager Phone Number** | | | |

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| **EMPLOYMENT RECORD** | |  | | | | |
| ***Employer 6***  **Full Name** | |  | **Employee**  **ID** | | **From**  **(mm/yy)** | **To (mm/yy)** |
| Address | |  | | | **Phone Number** | |
| City | State | Country | | Postal Code | | |
| Job Title | | Reason of Leaving | | | | |
| **Designation** | | Final Salary (Annual CTC) | | | | |
| **Supervisor Name & Title** | | **HR Manager Name** | | | | |
| **Supervisor ‘s Phone Number** | | **HR Manager Phone Number** | | | | |

# REFERENCE VERIFICATION

|  |  |
| --- | --- |
| **REFERENCE VERIFICATION**  Note – The reference provided should be currently employed or engaged in a professional activity. | |
| **\*\*Please ensure that the contact numbers of the reference are active numbers and are reachable for verification** | |
| **REFERENCE (1)** | |
| (1)Full name of the Reference  (professional) |  |
| Telephone # and email ID |  |
| Organization |  |
| Relationship with the candidate |  |
| **REFERENCE (2)** | |
| (1)Full name of the Reference  (professional) |  |
| Telephone # and email ID |  |
| Organization |  |
| Relationship with the candidate |  |
| **REFERENCE (3)** | |
| (1)Full name of the Reference  (professional) |  |
| Telephone # and email ID |  |
| Organization |  |
| Relationship with the candidate |  |

# Information Release Form

**To Whom It May Concern:**

Please print

I\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Last name First name Middle name

I hereby authorize KPMG or their representatives to verify information presented on my employment application/resume and to procure an investigative report or consumer report for that purpose.

I hereby grant authority for the bearer of this letter to access or be provided with full details

* of my previous employment record held by any company or business for whom I previously worked. This information should include the dates of employment; the nature of the position held, [details of my salary upon departure] and an appraisal of my performance, capabilities and character. In addition, please provide any other pertinent information requested by the individual presenting this authority. I hereby release from liability all persons or entities requesting or supplying such information.
* of my qualification/degree (copy of my certificates attached)
* information in respect to my character from the records maintained by local authorities

Signature: Date: dd / mm / yyyy

# Checklist

**For Education Verification:**

* Clear copy of the degree certificate and final year mark sheet would be required

**For Bangalore University:**

* A clear photo copy of both sides of the Degree Certificate (The reverse side of the certificate has some information which the university would require)
* Copies of the Mark Sheets/Grade Card for all the years of attendance.
* Name of the college through which the candidate has graduated.

**For Employment Verification:**

* Clear Photocopy of the relieving/experience certificates
* Employee Code of the organization wherever available

**For Criminal Verification**

Authorization letter duly signed by the candidate, authorizing a third party to conduct a criminal verification.

Mandatory Requirement List for Criminal Verification.

## Common Mandatory Requirement for all locations

1) Photo identity proof (We would require any one of the below mentioned documents.)

* Passport copy (First, Middle and last page)
* Pan card
* Voter’s identity card
* Driving License

2) Address proof (We would require any one of the below mentioned documents)

* Clear Ration card copy (First, Middle and last page)
* Passport Copy (First, Middle and last page)
* MTNL/BSES bill clearly stating the address, wherein the verification needs to be conducted
* Attested copy of Leave and License agreement (All pages)
* Letter from company clearly specifying the permanent address
* Hostel Accommodation – Attested copy confirming the current address on the Hostel letterhead
* Paying Guest Accommodation – Attested letter by the secretary or chairman of the society on a society letterhead

1. Residing with a Friend – Attested copy of the friends leave and license agreement + attested copy issued by the Friend confirming the candidates address details
2. Contact details of the subject would be required.

### For Criminal Background Verification

As is the process followed by most of the police departments across India for criminal background verification, it is possible that the police authorities may contact you or visit your stated residence and at times even ask you to present yourself at the concerned police station. It is part of the standard verification procedure

Please do not give in to any attempts at coercion by the authorities and in the event of any occurrence, please inform your respective human resource officials immediately.