

# **Guideline document to fill the Background Verification Application**

# Guide for the candidate to fill the Background Verification Application

## **General Note:**

- All details to be filled in BLOCK LETTERS
- Please do not leave any of the fields blank unless otherwise explicitly mentioned in the guideline as optional.
- If a particular field is Not Applicable, then please say "N.A"
- Please refer to your Supporting Documents, as required when filling the Form
- Refer to the list of Supporting Documents (Soft Copy) required to be submitted along with Filled and Signed Soft Copy of Background Verification
- Please ensure all the documents are Clear and Uncut Copy Supporting Documents details is provided at the end of this page
- Please read all the Instructions in the below carefully
- Photograph must be a recent passport size Colour picture. Make sure that the picture is in Colour, taken against a light-colored background

## **Personal Details**

- Personal data – Mention the details correctly

## **Address (Current Address and Permanent Address)**

- Provide complete address with House No. /Door No. /Street Name/Area Name/City/State/Pin Code along with an easily identifiable landmark.
- Period of Stay should be in DD/MM/YYYY format (ex: 23/03/2003)

## **Education Qualification - Highest Qualification**

- Provide only the details pertaining to highest educational qualification (completed in its entirety)
- College Name & Address / University Name & Address
- Course Attended (As stated in the degree / provisional certificate) – B Tech, BE, MCA etc.
- Mode of Education – Regular/Correspondence
- Dates attended – Year of enrolment (mm/yyyy) and Year Passed (mm/yyyy)
- Roll Number/ Registration Number - College ID/Roll number
- Provide reason if you have any gap during your Education period

## **Employment History**

- In this table, provide information about past employments, i.e., details of the immediate past three (3) Employers before joining CGI
- If the candidate is currently employed and has already filled details pertaining to current employment then details of Two (2) other Previous Employers alone has to be furnished in this section.
- If the candidate is not currently employed, then details of both the previous employments have to be given.
- The employment details should be furnished in descending chronological order - Start with Most Recent or Current Employer (Organization)

### **CURRENT EMPLOYER:**

If the candidate is currently employed, this table has to be filled. Else, please leave this table blank.

- Name of the Organization – Complete name (without abbreviation) of the employer has to be given
- Address of Organization – Complete address with Building No. /Street Name/Area Name/City/State/Pin Code pertaining to the location of the office where the candidate last reported has to be given
- Employee Code/No – Should be given mandatorily with the only exception where the individual was employed on a contractual basis
- Job Title – Exact designation as provided in the relieving letter / experience certificate has to be given
- Employment Status (if temporary or contractual) – Details pertaining to the agency, if any, through whom the candidate was employed on a temporary / contractual basis
- Employment Period (dd/mm/yyyy) – Should be exactly as stated in the relieving letter / experience certificate provided by the employer
- Reasons for Leaving – Should be same as stated when leaving from the organization
- Supervisor/Manager Details – Name of the manager to whom the candidate last reported along with their contact details (phone number and email id) Telephone Number – should be given along with STD/ISD codes as applicable. Multiple contact numbers to be provided wherever possible
- HR Contact Name & Number – Name of the manager to whom the candidate last reported along with their contact details (phone number and email id);

### **Other Previous Employment details –**

- Name of the Organization – Complete name (without abbreviation) of the employer has to be given
- Address of Organization – Complete address with Building No. /Street Name/Area Name/City/State/Pin Code pertaining to the location of the office where the candidate last reported has to be given
- Employee Code/No – Should be given mandatorily with the only exception where the individual was employed on a contractual basis
- Job Title – Exact designation as provided in the relieving letter / experience certificate has to be given
- Employment Status (if temporary or contractual) – Details pertaining to the agency, if any, through whom the candidate was employed on a temporary / contractual basis
- Employment Period (dd/mm/yyyy) – Should be exactly as stated in the relieving letter / experience certificate provided by the employer

- Reasons for Leaving – Should be same as stated when leaving from the organization
- Supervisor / Manager Details – Name of the manager to whom the candidate last reported along with their contact details (phone number and email id) Telephone Number – should be given along with STD/ISD codes as applicable. Multiple contact numbers to be provided wherever possible
- HR Contact Name & Number – Name of the manager to whom the candidate last reported along with their contact details (phone number and email id).

#### **Gap in Education or Employment**

- The period and reason for Gap in education or employment has to be provided, if any.

#### **Reference Check**

Two professional references with contact details.

- 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 of official email ID and Mobile No.
- 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.

#### **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

**Once the BGV Form is filled, take a Print, Sign and Scan in PDF Format.**

**E-mail Scanned Soft copy of – BGV Form with your Signature and all necessary Supporting Documents to Recruitment team**

**For queries contact - [rajarathna.winfred@cgi.com](mailto:rajarathna.winfred@cgi.com).**