

Background Screening Form

***All fields are mandatory**

<i>Date of Joining</i>	
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Personal Details			
	First Name	Middle Name	Last Name
Applicant's full Name			
Applicant's Former Name / Maiden Name <i>(If applicable)</i>			
Father's Name			
Mother's Name			
Spouse's Name			
Sibling Name	1.	2.	
	3.	4.	
1st Address			
Period of Stay	From :	To	
Permanent Address			
Period of Stay	From :	To :	

Address History (List most recent first) – Please provide address for the last five years:-

Period of stay			Address	State	Country	Zip Code	Contact Number
From	To						

Contact Details:			
Landline No:	Mobile No:	Email ID:	
Date Of Birth:	Gender:	Marital Status:	Nationality:
Place of Birth:			
Passport No:		Driving License no:	Permanent Account Number(PAN):
Place Of Issue:			

❖ **Education Details (Copy of Mark sheet and Degree certificate is Mandatory)**

** Please mention all qualifications starting from highest*

Degree	Name & address of School/College	Name & address of University/Board	Month & Year Of Passing	Roll No:/ Reg No:	Part Time/ Full Time	Specialization (In Any	% Marks/ Class

❖ **Professional Reference Details**

** (Please Mention 4 references)*

Name1 :	Name 2:
Relation:	Relation:
Mobile No:	Mobile No:
Landline No:	Landline No:
Email id:	Email id:
Address:	Address:
Designation & Company Name:	Designation & Company Name:

Name3 :	Name 4:
Relation:	Relation:
Mobile No:	Mobile No:
Landline No:	Landline No:
Email id:	Email id:
Address:	Address:
Designation & Company Name:	Designation & Company Name:

❖ **Employment Details (Copy of Relieving/ Experience certificate & Salary slip and Employee code is Mandatory)**

** Please mention all the employments, starting from the latest*

Current Employment/ Previous Employer 1:

Name of the Company:	
Address :	
Contact no: (Board line)	
Employee Code:	Part Time/ Full Time: Full Time
Period : (DD/ MM/ YY)	Reporting Manager's Name & Designation:
From:	
To:	Contact No:
Last Designation held:	Reason for Leaving:
Salary : (Please mention Gross/ Net/ CTC per annum)	Name & Address of Agency if deputed:
Fixed:	
Variable:	Employee code at the agency :
Can your current employer be contacted :	
No <input type="checkbox"/> (If No , please specify when)	

Current Employment/ Previous Employer 2:

Name of the Company:	
Address :	
Contact no: (Board line)	
Employee Code:	Part Time/ Full Time: Full Time
Period : (DD/ MM/ YY) From: To:	Reporting Manager's Name & Designation: Contact No:
Last Designation held:	Reason for Leaving:
Salary : (Please mention Gross/ Net/ CTC per annum) Fixed: Variable:	Name & Address of Agency if deputed: Employee code at the agency :
Can your current employer be contacted :	
No <input type="checkbox"/> (If No , please specify when)	

Letter of Authorization

I Mr./Ms. _____ hereby authorize **AGS/ ITSL / AGS TTL/ Securevalue** and its representative to verify information provided in my resume and applications of employment and to conduct enquire as may be necessary, at the company's discretion.

I authorize all persons who may have information relevant to this enquiry to disclose it to or its representative. I release all persons from liability on account of such disclosure. In case the organization finds any information contrary to that provided by me, I accept their decision to withdraw the job offer made to me. The job offer would thereby stand null and void.

Signed:

Name in Block Capitals:

Date of Birth:

Date:

*** Please attach the following documents:**

BG Verification Mandatory Documents	Documents considered / type accepted
PAN Card	PAN Card Copy / PAN Card Application Acknowledgement Receipt
Aadhar Card	Aadhar Card Copy (Both Side)
Current Address Proof	Aadhar/ Electricity Bill /Gas Receipt / Voter Id /Tax Receipt
Permanent Address Proof	Aadhar/ Electricity Bill /Gas Receipt / Voter Id /Tax Receipt
Highest Qualification Proof	Mark sheet
Work Experience Certificate(If Experienced)	Appointment Letter / Offer Letter / Salary Slips / Resignation Letter / Experience Letter

*A general authority letter will be issued by the employer, which will confirm that any of the AGS Background Verification Clients are authorized to conduct the background verification checks on behalf of the employer from the concerned authorities.