

EMPLOYEE BACKGROUND VERIFICATION FORM

COMPANY FULL NAME : MSC TECHNOLOGY PVT LTD

Please note that it is mandatory for you to complete the form in all respects. The information you provide must be complete and correct and the same shall be treated in strict confidence. The details on this form will be used for all official requirements should you join the organization.

Position applied for	Job Location
JUNIOR DEVELOPER - DOTNET	CHENNAI

Personal Information

Full Name (First, Middle, Last) ADISAGAR J		Former Name / Maiden Name (if Applicable)	
Father's Name: Mr. JAYACHANDRAN N		Date of Birth (DD/MM/YY): 22/03/1999	
Gender <input type="checkbox"/> Male <input type="checkbox"/> Female	Social Security Number (if applicable)	Nationality INDIAN	Marital Status – SINGLE
Current Address		Period of stay 10 Years	Contact Details for Verification 8667022951
Door No / Plot No	06	From (Month/Year) 2010	Residence Landline Number
Premises Name			
Floor			
Corss / Main / Street	Devi Nagar, Teachers Colony		
Village Name	Kolathur	To (Month/Year) 2021 (Till Date)	Mobile number 8667022951
Post	Kolathur		
Taluk	Ambattur		
District	Tiruvallur		
State	Tamil Nadu - 600099		
Prominent Landmark			

Permanent Address		Period of stay	Contact Details for Verification
Door No / Plot No	06	From (Month/Year) 2010	Residence Landline Number
Premises Name			
Floor			
Corss / Main / Street	Devi Nagar, Teachers Colony		
Village Name	Kolathur	To (Month/Year) 2021 (Till Date)	Mobile number 8667022951
Post	Kolathur		
Taluk	Ambattur		
District	Tiruvallur		
State	Tamil Nadu - 600099		
Prominent Landmark			

Education Qualification - Please attach copy of Degree and Final year mark sheet

College Name & Address	University Name & Address	Dates Attended		Qualification Gained	ID /Roll No
		From	To		
1. JAYA ENGINEERING COLLEGE & CHENNAI	ANNA UNIVERSITY & CHENNAI	29/08/2016	03/11/2020	<input type="checkbox"/> Full Time <input type="checkbox"/> Part Time	110816106003

College Name & Address	University Name & Address	Dates Attended		Qualification Gained	ID /Roll No
		From	To		
2		dd/mm/yy	dd/mm/yy	<input type="checkbox"/> Full Time <input type="checkbox"/> Part Time	

College Name & Address	University Name & Address	Dates Attended		Qualification Gained	ID /Roll No
		From	To		
3		dd/mm/yy	dd/mm/yy	<input type="checkbox"/> Full Time <input type="checkbox"/> Part Time	

College Name & Address	University Name & Address	Dates Attended		Qualification Gained	ID /Roll No
		From	To		
4		dd/mm/yy	dd/mm/yy	<input type="checkbox"/> Full Time <input type="checkbox"/> Part Time	

Please tick mark the documents submitted for this qualification along with this form

☐ **Marksheet**
☐ Provisional Certificate
 ☐ Degree Certificate
 ☐ None

Previous Employment History - Please attach a copy of your relieving letter/service certificate

Name of Current Employer - 1 {Last Company}		Address of Current Employer		
Telephone No	Employee Code/No	Designation	Department	
Employment Period		Manager's Name	Manager's Contact No	Can a reference taken now? <input type="checkbox"/> Yes <input type="checkbox"/> No
From	To		Manager's Email ID	
Duties & Responsibilities		Reasons for leaving		
First Salary drawn	Was this Position <input type="checkbox"/> Permanent <input type="checkbox"/> Temporary <input type="checkbox"/> Contractual	Agency Details (if temporary or contractual), provide details		
Last Salary drawn				
Please tick mark the documents submitted for this employment <input type="checkbox"/> Service Certificate <input type="checkbox"/> Relieving letter <input type="checkbox"/> Offer letter <input type="checkbox"/> Any Other <input type="checkbox"/> None (please specify)				

Previous Employment History - Please attach a copy of your relieving letter/service certificate

Note: Please ensure that you are descriptive wherever necessary – e.g. If company has closed, do mention it. Employee Code/ ID/ Number is mandatory. If your previous employer did not provide one, please mention and state reasons for the same.

Name of Employer (2)		Address of Employer	
Telephone No	Employee Code/No	Designation	Department
Employment Period		Manager's Name	Manager's Contact No
From	To		Manager's Email ID
Duties & Responsibilities		Reasons for leaving	
First Salary drawn	Was this Position <input type="checkbox"/> Permanent <input type="checkbox"/> Temporary <input type="checkbox"/> Contractual	Agency Details (if temporary or contractual), provide details	
Last Salary drawn			
Please tick mark the documents submitted for this employment <input type="checkbox"/> Service Certificate <input type="checkbox"/> Relieving letter <input type="checkbox"/> Offer letter <input type="checkbox"/> Any Other <input type="checkbox"/> None (please specify)			

Previous Employment History - Please attach a copy of your relieving letter/service certificate

Name of Employer (3)		Address of Employer	
Telephone No	Employee Code/No	Designation	Department
Employment Period		Manager's Name	Manager's Contact No
From	To		Manager's Email ID
Duties & Responsibilities		Reasons for leaving	
First Salary drawn	Was this Position <input type="checkbox"/> Permanent <input type="checkbox"/> Temporary <input type="checkbox"/> Contractual	Agency Details (if temporary or contractual), provide details	
Last Salary drawn			
Please tick mark the documents submitted for this employment <input type="checkbox"/> Service Certificate <input type="checkbox"/> Relieving letter <input type="checkbox"/> Offer letter <input type="checkbox"/> Any Other (please specify) <input type="checkbox"/> None			

Documents Required (Mandatory)Education:

- Photocopy of degree certificate and final mark sheet of all examinations

Employment

- Photocopy of relieving / experience letter for each employer mentioned in the form

Government Identity or Address Proof

- Passport Copy / Driving License / Voter ID / Aadhaar Card / Bank Passbook

Declaration and Authorization

I hereby authorize GoldQuest Global HR Services Private Limited and its representative to verify information provided in my application for employment and this employee background verification form, and to conduct enquiries 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 GoldQuest Global HR Services Pvt Ltd or its representative. I release all persons from liability on account of such disclosure.

I confirm that the above information is correct to the best of my knowledge. I agree that in the event of my obtaining employment, my probationary appointment, confirmation as well as continued employment in the services of the company are subject to clearance of medical test and background verification check done by the company.

Signature: ADISAGAR J

Name: ADISAGAR J

Date: 17-05-2021