

EMPLOYEE BACKGROUND VERIFICATION FORM

COMPANY FULL NAME :

Please note that it is mandatory for you to complete the form in all respects. The information you provide must be complete and 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

Loan Officer

Bangalore

Personal Information

Full Name (First, Middle, Last)

Kotti Anitha

Former Name / Maiden Name (if Applicable)

Father's Name

K Venkatramana

Date of Birth (DD/MM/YY)

1966

Gender

☐

Male

☒

Female

Social Security Number (if applicable)

Nationality

Marital Status

Single

Current Address

Period of stay

Contact Details for Verification

Door No / Plot No

4-147-1

Premises Name

From (Month/Year)

Residence Landline Number

Floor

Corss / Main / Street

Gaddamvari street

Village Name

Peddathippa samudram

Post

Peddathippa samudram

To (Month/Year)

Mobile number

Taluk

Thambalapalle

District

Chittoor

State

Andra Pradesh

Prominent Landmark

Police station

9110846654

Permanent Address

Period of stay

Contact Details for Verification

Door No / Plot No

4-147-1

Premises Name

From (Month/Year)

Residence Landline Number

Floor

Corss / Main / Street

Gaddamvari street

Village Name

P.T.M

Post

Peddathippasamudram

To (Month/Year)

Mobile number

Taluk

Thambalapalle

District

Chittoor

State

Andra pradesh

Prominent Landmark

Police station

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 Sri Srinivasa
Degree Collage

Sri Venkateshwara
Univercity Tirupathi

dd/mm/yyyydd/mm/yyyy

2013

2016

☒ Full Time
☐ Part Time

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} Kotti Anitha			Address of Current Employer 4-147-1 Gaddamvari street peddathippa samudram(M)(V)(P)Chittoor distic 517391		
Telephone No	Employee Code/No 2000593172		Designation Tele caller	Department Sales	
Employment Period		Manager's Name Rajesh	Manager's Contact No	Can a reference taken now? <input type="checkbox"/> Yes <input type="checkbox"/> No	
From 2016	To 2019		Manager's Email ID		
Duties & Responsibilities Fixing appointment for personal and vehicle loans			Reasons for leaving		
First Salary drawn	Was this Position <input checked="" 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 checked="" 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 <input type="checkbox"/> None (please specify)			

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 K. Anitha .

Name: Kotti Anitha

Date: 05/18/2021

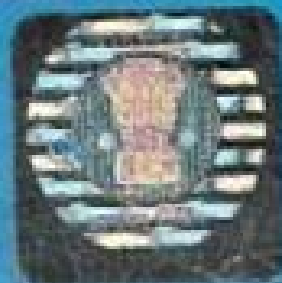
आयकर विभाग
INCOME TAX DEPARTMENT



भारत सरकार
GOVT. OF INDIA



स्थायी लेखा संख्या कार्ड
Permanent Account Number Card
CILPA4141F



नाम / Name
KOTTI ANITHA

पिता का नाम / Father's Name
VENKATA RAMANA

जन्म की तारीख / Date of Birth
10/06/1996

Anitha
हस्ताक्षर / Signature



In case this card is lost / found, kindly inform / return to :

Income Tax PAN Services Unit, UTITSL
Plot No. 3, Sector 11, CBD Belapur,
Navi Mumbai - 400 614.

इस कार्ड के खोने/पाने पर कृपया सूचित करें/लीटाएं :

आयकर पैन सेवा यूनिट, UTITSL

प्लॉट नं: 3, सेक्टर 11, सी.बी.डी.बेलापुर,



భారత ప్రభుత్వం
Government of India



కొట్టి అనిత

Kotti Anitha

పుట్టిన తేదీ/ DOB: 10/06/1996

స్త్రీ / FEMALE



9935 6667 7412

నా ఆధార్, నా గుర్తింపు



భారత విశిష్ట గుర్తింపు ప్రాధికార సంస్థ

Unique Identification Authority of India

చిరునామా:

D/O కే వెంకట రమణ, 4-147-1, గడ్డం
వారి వీధి, పెద్ద తిప్ప సముద్రం మండలం, పెద్ద
తిప్పసముద్రం, చిత్తూరు,
ఆంధ్ర ప్రదేశ్ - 517391

Address:

D/O K Venkata Ramana, 4-147-
1, gaddam vari veedhi, pedda
thippa samudram mandal,
Pedda Thippasamudram,
Chittoor,
Andhra Pradesh - 517391

9935 6667 7412



1947



help@uidai.gov.in

www

www.uidai.gov.in