

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 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

Personal Information

Full Name (First, Middle, Last)

Former Name / Maiden Name (if Applicable)

Father's Name

Date of Birth (DD/MM/YY)

Gender

- ☐ Male
☐ Female

Social Security Number (if applicable)

Nationality

Marital Status

Current Address

Period of stay

Contact Details for Verification

From (Month/Year)

Residence Landline Number

To (Month/Year)

Mobile number

Permanent Address

Period of stay

Contact Details for Verification

From (Month/Year)

Residence Landline Number

To (Month/Year)

Mobile number

Documents Required (Mandatory)

Government Identity or Address Proof

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

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: _____

Name: _____

Date: _____