

EMPLOYEE BACKGROUND VERIFICATION FORM

COMPANY 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	Location
Account Manager	Bengaluru

Personal Information	
Full Name (First, Middle, Last) Rashmi M	Former Name / Maiden Name (if Applicable)
Father's Name: Shreedhara M	Date of Birth (dd/mm/yy): 05/03/1984
Gender <input type="checkbox"/> Male <input checked="" type="checkbox"/> Female	Social Security Number (if applicable)
Nationality	Marital Status: Seperated
Current Address: Assetz Marq B082 SyNo: 159/1, 159/2, 160/1 Kannamangala Village, Whitefield - Hoskote Rd, Bengaluru, Karnataka 560115 Prominent Landmark: Red Rhinos	Period of stay: Oct 2019 - Pres From (mm/yy) To (mm/yy)
Residence Number: B082	Mobile number
Permanent Address: #71/B, Nyaynga Badavane Aishwarya Royal Layout, Bogadi Mysore-570026 Prominent Landmark: Christ Public School	Period of stay: Aug 2019-Pres From (mm/yy) To (mm/yy)
Residence Number: 71/b	Mobile number

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		
	KSOU	dd/mm/yy 2007	dd/mm/yy 2010	<input type="checkbox"/> <input type="checkbox"/> Full Time <input checked="" type="checkbox"/> Part Time	
College Name & Address	University Name & Address	Dates Attended		Qualification Gained	ID /Roll No
		From	To		
JSS Womens College	Mysore University	dd/mm/yy 2005	dd/mm/yy 2007	<input type="checkbox"/> <input type="checkbox"/> Full Time <input type="checkbox"/> Part Time	
Please tick mark the documents submitted for this qualification along with this form <input checked="" type="checkbox"/> Marksheet <input type="checkbox"/> Provisional Certificate <input type="checkbox"/> Degree Certificate <input type="checkbox"/> None					

Employment History- Current Employment**Current Employment**

Name of Current Employer: Infojini Consulting Inc		Address of Current Employer: 808' Ashar IT Park, B-wing, Wagle Estate, Thane, Maharashtra 400604	
Telephone No	Employee Code/No:970	Designation: Account Manager	Department: Recruitment
Employment Period From: Jul 2020 To: Nov 2020		Manager's Name: Mehroz	Manager's Contact No: 8830645621
		Manager's Email ID: mehroz.k@infojiniconsulting.com	Can a reference taken now? <input type="checkbox"/> Yes <input type="checkbox"/> No
Duties & Responsibilities: Account management/Client Handling		Reasons for leaving: Contract coming to end, Lack of job security	
First Salary drawn: Aug 2020	Was this Position <input type="checkbox"/> Permanent <input type="checkbox"/> Temporary <input checked="" type="checkbox"/> Contractual	Agency Details (if temporary or contractual), provide details	
Last Salary drawn: Oct 2020			
Please tick mark the documents submitted for this employment <input type="checkbox"/> Service Certificate <input type="checkbox"/> Relieving letter <input checked="" type="checkbox"/> Offer letter <input type="checkbox"/> Any Other: <input checked="" type="checkbox"/> Reliving email 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 (1) Mindlance		Address of Employer: MFAR Silverline Tech Park, 3rd Floor, 2nd Phase Plot No. 180, EPIP Zone, Whitefield, Bengaluru, Karnataka 560066	
Telephone No	Employee Code/No: MLOS3317	Designation: Account Manager	Department:IR
Employment Period From: Oct 2019 To: Jun 2020		Manager's Name: Vinay	Manager's Contact No: 9886312208
		Manager's Email ID: vinayg@mindlance.com	
Duties & Responsibilities: Account Management & Team Management		Reasons for leaving: Org Restructure, Downsizing due to Covid 19	
First Salary drawn:Nov 2019	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: Jul 2020			
Please tick mark the documents submitted for this employment <input type="checkbox"/> Service Certificate <input checked="" type="checkbox"/> Relieving letter <input checked="" 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 (2) US Tech Solutions		Address of Employer: Awfis, N heights, plot no 38, phase 2, Siddiq Nagar, HITEC City, Hyderabad, Telangana 500081	
Telephone No	Employee Code/No	Designation: Account Manager	Department: Recruitment
Employment Period		Manager's Name: Joshi	Manager's Contact No: 8008101333
From	To	Manager's Email ID	
Duties & Responsibilities: Account & Team Management		Reasons for leaving: Relocation to bengaluru	
First Salary drawn: May 2019	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: Oct 2019			
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			

References: Please provide the details of professional reference (Any two, who are not your relatives)**Reference (1)**

Name & Position held: VR Manju & Director in Sunrise

Email Address:vrmanju@sunrisesys.com

Contact Number:9500122205

How do you know this person? Manager while working with sunrise, I was reporting to him

Reference (2)

Name & Position held: Mehroz & AVP at Infojini Consulting

Email Address:mehroz.k@infojiniconsulting.com

Contact Number:8830645621

How do you know this person? Reporting Manager at Infojini Consulting

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

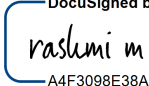
Identity

- Pan Card / Passport Copy/ Driving License

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 Private Limited 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:  A4F3098E38AE4B0...

Name: Rashmi Magal

Date: 11/10/2020