|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **EMPLOYEE BACKGROUND VERIFICATION FORM** | | | | | | | |
| **COMPANY FULL NAME : MSC TECHNOLOGY INDIA, 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** | | | | | | | |
| BUSINESS ANALYST (CUSTOMER SUPPORT) | | | | | CHENNAI | | |
|  | | | | | | | |
| **Personal Information** | | | | | | | |
| Full Name (First, Middle, Last)- MADHAN A | | | | Former Name / Maiden Name (if Applicable) | | | |
| Father's Name-ANNADURAI P A | | | | Date of Birth (DD/MM/YY)-09/09/1999 | | | |
| Gender | Social Security Number (if applicable) | | | Nationality-INDIAN | | Marital Status-SINGLE | |
| Male |
| Female |
| **Current Address** | | | **Period of stay** | | | **Contact Details for Verification** | |
| Door No / Plot No | NO:03 | |
| Premises Name |  | | **From (Month/Year)**  **(10/2020)** | | | **Residence Landline Number** | |
| Floor |  | |
| Corss / Main / Street | MUTHU STREET,MURUGAPPA NAGAR | |
| Village Name | PERIYAKUPPAM,THIRUVALLUR | |
| Post |  | | **To (Month/Year)**  **TILL NOW** | | | **Mobile number-8825708758** | |
| Taluk |  | |
| District | THIRUVALLUR | |
| State | TAMILNADU. | |
| Prominent Landmark |  | |
|  | | | | | | | |
| **Permanent Address** | | | **Period of stay** | | | **Contact Details for Verification** | |
| Door No / Plot No | NO.147 | |
| Premises Name |  | | **From (Month/Year)**  **(09/1999)** | | | **Residence Landline Number** | |
| Floor |  | |
| Corss / Main / Street | MIDDLE STREET, | |
| Village Name | MINNAL | |
| Post |  | | **To (Month/Year)**  **(04/2010)** | | | **Mobile number-8825708758** | |
| Taluk | ARAKKONAM | |
| District | RANIPET | |
| State | TAMIL NADU | |
| 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** |
| VEL TECH HIGH TECH DR.RANGARAJAN DR.SAKUNTHALA ENGINEERING COLLEGE  NO.60,AVADI,VEL TECH ROAD,VEL NAGAR,AVADI,CHENNAI-600062. | | ANNA UNVERSITY | | dd/mm/yy | dd/mm/yy | Full Time Part Time | 113017104037 |

|  |
| --- |
|  |
|  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **College Name & Address** | **University Name & Address** | **Dates Attended** | | **Qualification Gained** | **ID /Roll No** |
| **From** | **To** |
| 2 |  | dd/mm/yy | dd/mm/yy | Full Time Part Time |  |
|  | | | | | |
| **College Name & Address** | **University Name & Address** | **Dates Attended** | | **Qualification Gained** | **ID /Roll No** |
| **From** | **To** |
| 3 |  | dd/mm/yy | dd/mm/yy | Full Time Part Time |  |
|  | | | | | |
| **College Name & Address** | **University Name & Address** | **Dates Attended** | | **Qualification Gained** | **ID /Roll No** |
| **From** | **To** |
| 4 |  | dd/mm/yy | dd/mm/yy | Full Time 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?  Yes No |
| From | To | |
| Manager's Email ID | | |
| Duties & Responsibilities | | | | | | Reasons for leaving | | | |
| First Salary drawn | | | Was this Position | | Agency Details (if temporary or contractual), provide details | | | | |
| Permanent | |
| Last Salary drawn | | | Temporary | |
| Contractual | |
| Please tick mark the documents submitted for this employment | | | | | | | | | |
| Service Certificate | |  | Relieving letter | | Offer letter | | Any Other | |  |
| None |  |  |  |  |  |  | (please sp | ecify) |  |
|  | | | | | | | | | |
| **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 | | Agency Details (if temporary or contractual), provide details | | | | |
| Permanent | |
| Last Salary drawn | | | Temporary | |
| Contractual | |
| Please tick mark the documents submitted for this employment | | | | | | | | | |
| Service Certificate | |  | Relieving letter | | Offer letter | | Any Other | |  |
| None |  |  |  |  |  |  | (please sp | ecify) |  |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **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 | | Agency Details (if temporary or contractual), provide details | | | |
| Permanent | |
| Last Salary drawn | | Temporary | |
| Contractual | |
| Please tick mark the documents submitted for this employment | | | | | | | |
| Service Certificate |  | Relieving let | ter | Offer letter |  | Any Oth | er |
| None |  |  |  |  |  | (please sp | ecify) |
|  | | | | | | | |
| **Documents Required (Mandatory)** | | | | | | | |
| Education: | | | | | | | |
| Photocopy of degree certificate and final mark sheet of all examinations  Employment    Photocopy of relieving / experience letter for each employer metioned 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: MADHAN A  Name: MADHAN A Date:18-05-2021 | | | | | | | |
|  | | | | | | |  |