|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| ***Date of Joining*** | | 01/03/2021 | | |
| **Personal Details** | | | |  | | |  |
|  | | **First Name** | | **Middle Name** | | | **Last Name** |
| **Applicant’s full Name** | | Pooja | | Rajendra |  | | Nagtilak |
| **Applicant’s Former Name / Maiden Name *(If applicable*)** | |  | |  |  | |  |
| **Father’s Name** | | Rajendra Ishwar Nagtilak | |  |  | |  |
| **Mother’s Name** | | Maya Rajendra Nagtilak | |  |  | |  |
| **Spouse’s Name** | |  | |  |  | |  |
| **Sibling Name** | | **1.**  Vanshika .R. Nagtilak | | **2.** |  | |  |
| **3.** | | **4.** |  | |  |
| **nt Address** | | Room No:A/298 Cidco Colony Sector-2 Airoli Navi Mumbai 400708 | |  |  | |  |
| **Period of Stay** | | **From : 1990** | |  | **To permanent** | |  |
| **Permanent Address** | | Room No:A/298 Cidco Colony Sector-2 Airoli Navi Mumbai 400708 | |  |  | |  |
| **Period of Stay** | | **From : 1990** | |  | **To : permanent** | |  |

**Background Screening Form**

***\*All fields are mandatory***

**Address History (List most recent first) – Please provide address for the last five years:-**

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Period of stay** | |  | **Address** |  | **State** | **Country** | **Zip Code** | | **Contact Number** | |
|  |  |
| **From** | **To** |  |  |  |  |  |  |  |  |  |
| 1990 | permanent | Room No:A/298 Cidco Colony Sector-2 Airoli Navi Mumbai 400708 | | Maharastra | | India | 400708 | | 8779801935 | |
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|  |  |  |  |
| --- | --- | --- | --- |
| **Contact Details:** |  |  |  |
| **Landline No:** | **Mobile No:** | **Email ID:** |  |
| **Date Of Birth: 07/03/1996** | **Gender: female** | **Marital Status: unmarried** | **Nationality: India** |
| **Place of Birth: Airoli Navi mumbai** |
| **Passport No:**      **Place Of Issue:** |  | **Driving**  **License no:** | **Permanent Account Number(PAN):** |

# v Education Details *(Copy of Mark sheet and Degree certificate is Mandatory)*

*\* Please mention all qualifications starting from highest*

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Degree** | **Name & address of School/College** | **Name & address**  **of**  **University/Board** | **Month &**  **Year Of**  **Passing** | **Roll**  **No:/**  **Reg No:** | **Part**  **Time/**  **Full**  **Time** | **Specialization (In Any** | **% Marks/**  **Class** |
| **10th** | **Shreeram Vidyalaya airoli** | **Mumbai University** | **2013** | **E029340** |  |  | **60** |
| **12th** | **Sushila devi Deshmukh college** | **Mumbai university** | **2015** | **M146083** |  |  | **55.54** |
| **Bachelor in commerce** | **Karmaveer bahu rao patil college Vashi** | **Mumbai university** | **2020** | **196914** |  |  | **8.80SGPA** |
|  |  |  |  |  |  |  |  |

# v Professional Reference Details

*\* (Please Mention 4 references)*

|  |  |
| --- | --- |
| **Name1 :** | **Name 2:** |
| **Relation:** | **Relation:** |
| **Mobile No:** | **Mobile No:** |
| **Landline No:** | **Landline No:** |
| **Email id:** | **Email id:** |
| **Address:** | **Address:** |
| **Designation & Company Name:** | **Designation & Company Name:** |

|  |  |
| --- | --- |
| **Name3 :** | **Name 4:** |
| **Relation:** | **Relation:** |
| **Mobile No:** | **Mobile No:** |
| **Landline No:** | **Landline No:** |
| **Email id:** | **Email id:** |
| **Address:** | **Address:** |
| **Designation & Company Name:** | **Designation & Company Name:** |

## v Employment Details (Copy of Relieving/ Experience certificate & Salary slip and Employee code is Mandatory)

*\* Please mention all the employments, starting from the latest*

**Current Employment/ Previous Employer 1:**

|  |  |
| --- | --- |
| **Name of the Company:** |  |
| **Address :**          **Contact no: (Board line)** |  |
| **Employee Code:** | **Part Time/ Full Time: Full Time** |
| **Period : (DD/ MM/ YY)** | **Reporting Manager’s Name & Designation:** |
| **From:**  **To:** | **Contact No:** |
| **Last Designation held:** | **Reason for Leaving:** |
| **Salary : (Please mention Gross/ Net/ CTC** | **Name & Address of Agency if deputed:** |
| **per annum )**  **Fixed:**  **Variable:** | **Employee code at the agency :** |
| **Can your current employer be contacted :** |  |
| **No**  **(If No , please specify when)** |  |

**Current Employment/ Previous Employer 2:**

|  |  |
| --- | --- |
| **Name of the Company:** |  |
| **Address :**          **Contact no: (Board line)** |  |
| **Employee Code:** | **Part Time/ Full Time: Full Time** |
| **Period : (DD/ MM/ YY)** | **Reporting Manager’s Name & Designation:** |
| **From:**  **To:** | **Contact No:** |
| **Last Designation held:** | **Reason for Leaving:** |
| **Salary : (Please mention Gross/ Net/ CTC** | **Name & Address of Agency if deputed:** |
| **per annum )**  **Fixed:**  **Variable:** | **Employee code at the agency :** |
| **Can your current employer be contacted :** |  |
| **No**  **(If No , please specify when)** |  |

**Letter of Authorization**

I Mr./Ms. Pooja Rajendra Nagtilak hereby authorize ***AGS/ ITSL / AGS TTL/ Securevalue*** and its representative to verify information provided in my resume and applications of employment and to conduct enquire 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 or its representative. I release all persons from liability on account of such disclosure. In case the organization finds any information contrary to that provided by me, I accept their decision to withdraw the job offer made to me. The job offer would thereby stand null and void.

**Signed:**

**Name in Block Capitals:**  POOJA RAJENDRA NAGTILAK

**Date of Birth: 07/MARCH/1996**

**Date: 25/02/2021**

**\* Please attach the following documents:**

|  |  |
| --- | --- |
| **BG Verification Mandatory Documents** | **Documents considered / type accepted** |
| PAN Card | PAN Card Copy / PAN Card Application Acknowledgement Receipt |
| Aadhar Card | Aadhar Card Copy (Both Side) |
| Current Address Proof | Aadhar/ Electricity Bill /Gas Receipt / Voter Id /Tax Receipt |
| Permanent Address Proof | Aadhar/ Electricity Bill /Gas Receipt / Voter Id /Tax Receipt |
| Highest Qualification Proof | Mark sheet |
| Work Experience Certificate(If Experienced) | Appointment Letter / Offer Letter / Salary Slips / Resignation Letter / Experience  Letter |

\*A general authority letter will be issued by the employer, which will confirm that any of the AGS Background Verification Clients are authorized to conduct the background verification checks on behalf of the employer from the concerned authorities.