**Background Verification Form**

Instructions: Please fill the form in **BLOCK** letters only and do not use any abbreviations  
 Fields Marked in (\*) is mandatory.

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Personal Information** | | | | | | | | | | | |
| **\*First Name** |  | | | | | | | | Please affix  your most  recent photo  here | | |
| **\*Middle Name** |  | | | | | | | |
| **\*Last Name** |  | | | | | | | |
| **Former/Maiden Name** |  | | | | | | | |
| **\*Nationality** |  | | | | | | | |
| **\*Gender** | Male Female | | | | | | | |
| **\*Marital Status** | Single Married Others : \_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | |
| **\*Date of Birth** |  |  |  |  | |  |  | | |  |  |
| **\*Father’s Name** |  | | | | | | | | | | |
| **\*Personal Landline No** |  | | | | **\*Personal Mobile No.** | | |  | | | |
| **\*Identification Type**  (Passport / PAN Card / Driving License / Voter’s Card / Aadhaar Card) |  | | | | **\* Identification No.** (Passport / PAN Card / Driving License / Voter’s Card / Aadhaar Card) | | |  | | | |
| **National Identity No./**  **Social Security No.**  **(If Applicable for Overseas location)** |  | | | | | | | | | | |

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| **Current Address** | | | | | | | | | | | |
| **\*House / Flat Number** | |  | | | | | | | | | |
| **\*Building Number & Name** | |  | | | | | | | | | |
| **Address Line 1** | |  | | | | | | | | | |
| **Address Line 2** | |  | | | | | | | | | |
| **Address Line 3** | |  | | | | | | | | | |
| **\*City** | |  | | | | **\*Postal/** **Zip Code** | | |  | | |
| **\*State** | |  | | | | **\*Country** | | |  | | |
| **\*Prominent Landmark** | |  | | | | | | | | | |
| **\*Period of Stay** | **From** |  |  |  |  | |  |  | |  |  |
| **To** |  |  |  |  | |  |  | |  |  |
| **\*Landline Number** | |  | | | | | | | | | |
| **\*Mobile Number** | |  | | | | | | | | | |

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Permanent Address** | | | | | | | | | | | |
| **Same As Above** | | **YES NO** | | | | | | | | | |
| **\*House / Flat Number** | |  | | | | | | | | | |
| **\*Building Number & Name** | |  | | | | | | | | | |
| **Address Line 1** | |  | | | | | | | | | |
| **Address Line 2** | |  | | | | | | | | | |
| **Address Line 3** | |  | | | | | | | | | |
| **\*City** | |  | | | | **\*Postal Code** | | |  | | |
| **\*State** | |  | | | | **\*Country** | | |  | | |
| **\*Prominent Landmark** | |  | | | | | | | | | |
| **\*Period of Stay** | **From** |  |  |  |  | |  |  | |  |  |
| **To** |  |  |  |  | |  |  | |  |  |
| **\*Landline Number** | |  | | | | | | | | | |
| **\*Mobile Number** | |  | | | | | | | | | |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Previous Addresses** | | | | | |
| **Address 1** |  | | | | |
| **\*City** |  | | **\*Postal Code** |  |
| **\*Prominent Landmark** |  | | | |
| **\*State** |  | | **\*Country** |  |
| **\*Period of Stay** | From Date | To Date | **\*Contact No. of current tenant / Landlord** |  |
| **Address 2** |  | | | | |
| **\*City** |  | | **\*Postal Code** |  |
| **\*Prominent Landmark** |  | | | |
| **\*State** |  | | **\*Country** |  |
| **\*Period of Stay** | From Date | To Date | **\*Contact No. of current tenant / Landlord** |  |
| **Address 3** |  | | | | |
| **\*City** |  | | **\*Postal Code** |  |
| **\*Prominent Landmark** |  | | | |
| **\*State** |  | | **\*Country** |  |
| **\*Period of Stay** | From Date | To Date | **\*Contact No. of current tenant / Landlord** |  |
| **Address 4** |  | | | | |
| **\*City** |  | | **\*Postal Code** |  |
| **\*Prominent Landmark** |  | | | |
| **\*State** |  | | **\*Country** |  |
| **\*Period of Stay** | From Date | To Date | **\*Contact No. of current tenant / Landlord** |  |

**Education Section**

Instructions: Fields Marked in (\*) is mandatory.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **HIGHEST - Qualification 1** | | | | | |
| **\*Name of Qualification Obtained** | |  | | | |
| **\* School/ College/Institute - Name** | |  | | | |
| **\*School/ College/Institute - Location** | |  | | | |
| **School/ College/Institute - Contact No** | |  | | | |
| **\*University / Board - Name** | |  | | | |
| **\*University / Board - Location** | |  | | | |
| **Enrolment / Roll / Registration Number** | |  | | | |
| **\*Period of Study** | **From** |  |  |  |  |
| **To** |  |  |  |  |
| **\*Year of Passing** |  | **\*Graduated** | Yes No Pursuing | | |
| **\*Course Attended** | | Regular / Full Time Part Time Correspondence | | | |
| **\*Documents Submitted** | | Final Year Mark-sheet Degree Certificate (Along with backside if any)  Provisional Certificate Consolidated Marksheet  Other -: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | |
|  | | | | | |

**Employment Section**

**Note: Please start with your most recent employer**Instructions: Fields Marked in (\*) is mandatory.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Current Employer 1** | | | | | | |
| **\*Company Name** |  | | | | | |
| **Company Current Status** | Company/Operation Closed Functional Re-located  Merged with | | | | | |
| **Company also Known as** |  | | | | | |
| **\*Complete Company Address with Landmark (Where candidate has worked)** |  | | | | | |
| **\* Company Contact No.** |  | | | | | |
| **\*City** |  | | **\*State** | |  | |
| **\*Designation (As per Document)** |  | | **\*Supervisor Name and Designation** | |  | |
| **\*Supervisor’s Contact No.** | |  | |
| **Department** |  | | **\*Supervisor’s Email ID** | |  | |
| **\*Remuneration (Last Drawn Salary)** |  | | **\*HR Name** | |  | |
| **\*Employee ID** |  | | **\*HR Contact No. and email ID** | |  | |
| **\*Date of Joining** |  |  |  |  |  |  |
| **\*Date of Exit** |  |  |  |  |  |  |
| **Reason for Leaving:** | Better Prospect | | | | | |
| **\*Employment Type** | Full - Time Part-Time | | | | | |
| **\*Nature of Employment** | Probation Permanent Contractual Temporary | | | | | |
| **\*Documents submitted** | Reliving Letter Experience Letter Service Letter Pay Slip  Other - \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | |
| **Third Party  (Name and complete address) (If through contract)** |  | | | | | |
| **Can we contact HR / Supervisor now (Y/N) if No, then date:-** | Yes No Date:\_\_\_\_\_\_\_\_\_ | | | | | |

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| **Employer 2** | | | | | | |
| **\*Company Name** |  | | | | | |
| **Company Current Status** | Company/Operation Closed Functional Re-located  Merged with | | | | | |
| **Company also Known as** |  | | | | | |
| **\*Complete Company Address with Landmark (Where candidate has worked)** |  | | | | | |
| **\* Company Contact No.** |  | | | | | |
| **\*City** |  | | **\*State** | |  | |
| **\*Designation (As per Document)** |  | | **\*Supervisor Name and Designation** | |  | |
| **\*Supervisor’s Contact No.** | |  | |
| **Department** |  | | **\*Supervisor’s Email ID** | |  | |
| **\*Remuneration (Last Drawn Salary)** |  | | **\*HR Name** | |  | |
| **\*Employee ID** |  | | **\*HR Contact No. and email ID** | |  | |
| **\*Date of Joining** |  |  |  |  |  |  |
| **\*Date of Exit** |  |  |  |  |  |  |
| **Reason for Leaving:** |  | | | | | |
| **\*Employment Type** | Full - Time Part-Time | | | | | |
| **\*Nature of Employment** | Probation Permanent Contractual Temporary | | | | | |
| **\*Documents submitted** | Reliving Letter Experience Letter Service Letter Pay Slip  Other - \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | |
| **Third Party  (Name and complete address) (If through contract)** |  | | | | | |

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| --- | --- | --- | --- | --- | --- | --- |
| **Employer 3** | | | | | | |
| **\*Company Name** |  | | | | | |
| **Company Current Status** | Company/Operation Closed Functional Re-located  Merged with | | | | | |
| **Company also Known as** |  | | | | | |
| **\*Complete Company Address with Landmark (Where candidate has worked)** |  | | | | | |
| **\* Company Contact No.** |  | | | | | |
| **\*City** |  | | **\*State** | |  | |
| **\*Designation (As per Document)** |  | | **\*Supervisor Name and Designation** | |  | |
| **\*Supervisor’s Contact No.** | |  | |
| **Department** |  | | **\*Supervisor’s Email ID** | |  | |
| **\*Remuneration (Last Drawn Salary)** |  | | **\*HR Name** | |  | |
| **\*Employee ID** |  | | **\*HR Contact No. and email ID** | |  | |
| **\*Date of Joining** |  |  |  |  |  |  |
| **\*Date of Exit** |  |  |  |  |  |  |
| **Reason for Leaving:** |  | | | | | |
| **\*Employment Type** | Full - Time Part-Time | | | | | |
| **\*Nature of Employment** | Probation Permanent Contractual Temporary | | | | | |
| **\*Documents submitted** | Reliving Letter Experience Letter Service Letter Pay Slip  Other - \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | |
| **Third Party  (Name and complete address) (If through contract)** |  | | | | | |

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| **Employer 4** | | | | | | |
| **\*Company Name** |  | | | | | |
| **Company Current Status** | Company/Operation Closed Functional Re-located  Merged with | | | | | |
| **Company also Known as** |  | | | | | |
| **\*Complete Company Address with Landmark (Where candidate has worked)** |  | | | | | |
| **\* Company Contact No.** |  | | | | | |
| **\*City** |  | | **\*State** | |  | |
| **\*Designation (As per Document)** |  | | **\*Supervisor Name and Designation** | |  | |
| **\*Supervisor’s Contact No.** | |  | |
| **Department** |  | | **\*Supervisor’s Email ID** | |  | |
| **\*Remuneration (Last Drawn Salary)** |  | | **\*HR Name** | |  | |
| **\*Employee ID** |  | | **\*HR Contact No. and email ID** | |  | |
| **\*Date of Joining** |  |  |  |  |  |  |
| **\*Date of Exit** |  |  |  |  |  |  |
| **Reason for Leaving:** | Better Prospect | | | | | |
| **\*Employment Type** | Full - Time Part-Time | | | | | |
| **\*Nature of Employment** | Probation Permanent Contractual Temporary | | | | | |
| **\*Documents submitted** | Reliving Letter Experience Letter Service Letter Pay Slip  Other - \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | |
| **Third Party  (Name and complete address) (If through contract)** |  | | | | | |

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| **Employer 5** | | | | | | |
| **\*Company Name** |  | | | | | |
| **Company Current Status** | Company/Operation Closed Functional Re-located  Merged with | | | | | |
| **Company also Known as** |  | | | | | |
| **\*Complete Company Address with Landmark (Where candidate has worked)** |  | | | | | |
| **\* Company Contact No.** |  | | | | | |
| **\*City** |  | | **\*State** | |  | |
| **\*Designation (As per Document)** |  | | **\*Supervisor Name and Designation** | |  | |
| **\*Supervisor’s Contact No.** | |  | |
| **Department** |  | | **\*Supervisor’s Email ID** | |  | |
| **\*Remuneration (Last Drawn Salary)** |  | | **\*HR Name** | |  | |
| **\*Employee ID** |  | | **\*HR Contact No. and email ID** | |  | |
| **\*Date of Joining** |  |  |  |  |  |  |
| **\*Date of Exit** |  |  |  |  |  |  |
| **Reason for Leaving:** |  | | | | | |
| **\*Employment Type** | Full - Time Part-Time | | | | | |
| **\*Nature of Employment** | Probation Permanent Contractual Temporary | | | | | |
| **\*Documents submitted** | Reliving Letter Experience Letter Service Letter Pay Slip  Other - \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | |
| **Third Party  (Name and complete address) (If through contract)** |  | | | | | |

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| --- | --- | --- | --- | --- | --- | --- |
| **Employer 6** | | | | | | |
| **\*Company Name** |  | | | | | |
| **Company Current Status** | Company/Operation Closed Functional Re-located  Merged with | | | | | |
| **Company also Known as** |  | | | | | |
| **\*Complete Company Address with Landmark (Where candidate has worked)** |  | | | | | |
| **\* Company Contact No.** |  | | | | | |
| **\*City** |  | | **\*State** | |  | |
| **\*Designation (As per Document)** |  | | **\*Supervisor Name and Designation** | |  | |
| **\*Supervisor’s Contact No.** | |  | |
| **Department** |  | | **\*Supervisor’s Email ID** | |  | |
| **\*Remuneration (Last Drawn Salary)** |  | | **\*HR Name** | |  | |
| **\*Employee ID** |  | | **\*HR Contact No. and email ID** | |  | |
| **\*Date of Joining** | **D** | **D** | **M** | **M** | **Y** | **Y** |
| **\*Date of Exit** | **D** | **D** | **M** | **M** | **Y** | **Y** |
| **Reason for Leaving:** |  | | | | | |
| **\*Employment Type** | Full - Time Part-Time | | | | | |
| **\*Nature of Employment** | Probation Permanent Contractual Temporary | | | | | |
| **\*Documents submitted** | Reliving Letter Experience Letter Service Letter Pay Slip  Other - \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | |
| **Third Party  (Name and complete address) (If through contract)** |  | | | | | |

**Reference Section**Instructions: Fields Marked in (\*) is mandatory.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Details** | **Reference 1** | **Reference 2** | **Reference 3** | **Reference 4** |
| **\*Name** |  |  |  |  |
| **\*Designation** |  |  |  |  |
| **\*Organization** |  |  |  |  |
| **\*Relationship** |  |  |  |  |
| **\* Contact No.** |  |  |  |  |
| **\*Email ID** |  |  |  |  |

|  |
| --- |
| **Additional / Others Document’s submitted** |
| Passport PAN Card Driving License Voter’s Card Aadhaar Card  Other - \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

**Letter of Authorization from the Employee / Candidate**

**To whom so ever it may concern**

I hereby authorize Click here to enter text. (“Company”) or third party agency appointed by the Company to conduct background verifications to validate the information I have provided to the Company including but not limited to my employment, my personal background, professional standing, work history and qualifications etc.

I authorize, without reservations, any individual, company or other private or public entity to furnish to the Company or the third party agency appointed by the Company, all information about me

I release and hold harmless any individual, company, or private or public entity from any and all causes of action that might arise from furnishing such information to the Company or the third party agency appointed by the Company that they may request pursuant to this release.

This authorization and release, in original, faxed or photocopied form, shall be valid for this and any future reference.

|  |  |
| --- | --- |
| **Signature** |  |
| **Name (In Block Letters)** |  |
| **Date of Birth** |  |
| **Date** |  |