## EMPLOYMENT APPLICATION & BACKGROUND VERIFICATION FORM

|  |
| --- |
| Please attach recent passport size photograph |

## Please complete all the sections

|  |  |  |  |
| --- | --- | --- | --- |
| Title | First Name | Middle Name | Last Name |
| Mr/Ms./Dr. |  |  |  |

Position Applied For : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please number your preferred location in order of preference:

Bangalore Mumbai Chennai Gurgaon

|  |  |  |  |
| --- | --- | --- | --- |
| Gender |  | | |
| Father’s/Husband’s Name |  | | |
| Nationality |  | If not an India national please confirm if you are authorized to work in India | Yes No |
| Aadhar # |  | Pan Card # |  |
| Contact # | Cell: | Landline or alternate # |  |
| Email id |  | Alternate email id |  |
| Current  Address |  | Permanent Address |  |

## Section A: MANDATORY PERSONAL DETAILS

Have you applied in any of our IQVIA™ offices in India for any position? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please mention how did you come to know of this opportunity? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

If referred, please mention Name of IQVIA™ Employee /Consultant? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

## Total Experience in years: \_\_\_\_\_\_\_\_\_\_\_\_\_Notice Period in days\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Do you have relieving letters / employment proof for all experience mentioned above: (Yes/No) \_\_\_\_\_\_\_\_\_\_\_\_\_

If no, mention reasons: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­­

## Section B: EDUCATIONAL PROFILE

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **SL#** | **Qualification & Mode**  *(Starting from 10th standard to highest education)* | **University Name or Board Affiliated to with complete address** | **Registration Number** | **Course completion status** | **Percentage/Class obtained / CGPA** |
| 1 | * Full Time * Part Time |  |  | * Yes * No * Pursuing |  |
| 2 | * Full Time * Part Time |  |  | * Yes * No * Pursuing |  |
| 3 | * Full Time * Part Time |  |  | * Yes * No * Pursuing |  |
| 4 | * Full Time * Part Time |  |  | * Yes * No * Pursuing |  |
| 5 | * Full Time * Part Time |  |  | * Yes * No * Pursuing |  |

Please Specify If there is any Gap in Education\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# Section C: WORK EXPERIENCE

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| ***Sr. #*** | ***Company Name & Address***  *(starting from your current employment)* | ***Employment Period***  ***From - To***  *(mm/ yyyy)* | ***Employee Number & Last Designation held*** | ***Employment Type***  *(tick whichever is applicable)* | ***Supervisor Details*** | ***Annual Salary in INR (CTC)*** | ***Reason for Leaving*** | ***Mode of Separation*** |
| 1 |  |  |  | Full Time  Contract  Part Time | Name  Designation  Contact details |  |  | Resignation  Termination  Absconding |
| 2 |  |  |  | Full Time  Contract  Part Time | Name  Designation  Contact details |  |  | Resignation  Termination  Absconding |
| 3 |  |  |  | Full Time  Contract  Part Time | Name  Designation  Contact details |  |  | Resignation  Termination  Absconding |
| 4 |  |  |  | Full Time  Contract  Part Time | Name  Designation  Contact details |  |  | Resignation  Termination  Absconding |
| 5 |  |  |  | Full Time  Contract  Part Time | Name  Designation  Contact details |  |  | Resignation  Termination  Absconding |

Please specify reasons for any gap in employment: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Section D: PROFESSIONAL REFERENCE**

**(Applicable only for Grade 34 / GRE 8 and above)**

(References should be from current employer)

|  |  |  |
| --- | --- | --- |
| 1 | Name | : |
|  | Designation | : |
|  | Organization | : |
|  | Contact Number | : |

|  |  |  |
| --- | --- | --- |
| 2 | Name | : |
|  | Designation | : |
|  | Organization | : |
|  | Contact Number | : |

**Information Release Authorization**

To whom it may concern

I certify that the statements made in this application are valid and complete to the best of my knowledge. I understand that false or misleading information may disqualify me from employment and /or result in termination of employment.

I understand that IQVIA™ may request a verification of information provided by me and /or background check from an agency hired by IQVIA™ for this purpose.

I further understand that the results of verification and checks and any records made out of that information will be used for employment purposes only and will not be given to unauthorized persons.

I authorize IQVIA™ and/or its third party background agent to conduct a verification and background check including but not limited to the verification and check of information and references stated by me in this application for the consideration of IQVIA™ to be used only for my employment purposes.

I also authorize all the concerned persons, authorities, organizations, their employees, agents or authorized representatives, whether named in the application or not, to release the information in their knowledge / possession / records relevant to my employment.

In the event that IQVIA™ and /or its agents are unable to verify any information and references stated in this application, it is my responsibility to furnish the necessary documentation in support of that information.

I fully understand that this application or subsequent employment does not create a contract of employment nor guarantee employment for any definite period of time and my employment decision will always be at the sole discretion of IQVIA™.

I have read, understood, and by my signature consent to these statements.

I authorize IQVIA™ to contact my present employer.  Yes  No

*IQVIA™ does not charge any recruitment fee nor has authorized any third party (individual or institution) to collect a recruitment fee on its behalf. If you come across any individual or institution guaranteeing you a placement in Quintiles or collecting a fee for the same, we request you to please bring it to the attention of* [QIndia.Staffing@quintiles.com](mailto:QIndia.Staffing@quintiles.com) *at IQVIA™ immediately.*

