

BACKGROUND VERIFICATION FORM CHECK LIST (To be filled by the Client)

[This checklist is mandatory for clients where checks are to be specified for each case or where specific checks need to be conducted from the among the contracted checks e.g. Education Check is mandated but it will depend on the Client whether it is Highest, Latest or any other or Check Mandated is Highest Education and the candidate has completed 2 educations which can fall into the category]

Dear Client,

Kindly tick (✓) the checks to be verified. Also, ensure that the candidates provide the documents mentioned against the selected check along with the duly filled JAF.

Address Check		Documents Required
Address Current	<input type="checkbox"/>	Ration Card/ Landline Telephone Bill/ Electricity Bill/ Rent Agreement/ Driving Licence/ Voter ID Card against each address to be verified.
Address Permanent	<input checked="" type="checkbox"/>	
Education Check		
Diploma	<input type="checkbox"/>	1. Degree Certificate 2. Provisional certificate 3. Final Year marks sheet
Graduation	<input checked="" type="checkbox"/>	
Post-Graduation	<input type="checkbox"/>	
Employment Check		
Previous Employment	<input type="checkbox"/>	Relieving Letter and service certificate
Previous Employment 1	<input checked="" type="checkbox"/>	
Previous Employment 2	<input type="checkbox"/>	
Reference Check		
Previous Employment Professional Reference	<input type="checkbox"/>	For Non-Fresher provide minimum 2-3 Professional References from each Employment.
Personal reference check	<input checked="" type="checkbox"/>	

BACKGROUND VERIFICATION FORM (to be filled by Candidate)
(Confidential when filled)

ATTENTION: The information you provide in this form shall be used for verification purpose. You are advised to fill this document with utmost care and attention. Documents provided as proof for the details in the BVF should match. Any Mismatch of details in BVF & the documents may result in rejection of your application for Background Verification.

HOW TO COMPLETE THE FORM

STEP 1 You may need 15 – 20 minutes to complete the form.

STEP 2 Do read all the instructions very carefully. They contain important information about how to complete the application in every respect and the documents that can be submitted as evidence (the information furnished by you would be incomplete without documentary proofs).

STEP 3 Fill the form in **BLOCK LETTERS** with a **BLACK** ball point pen **ONLY**.

STEP 4 Sign the "Authorization Release Note" provided at the end.

Client Reference Number :

CLIENT SPECIFIC FIELD (If Applicable)
(Please note that the space below can be used to provide details for fields not provided in BVF)

1.	
2.	
3.	
4.	
5.	

PERSONAL DETAILS

1. Name :	DEEPAK		KUMAR
	First Name	Middle Name	Last Name
2. Father's Name	VISHWANATH		PANDIT
	First Name	Middle Name	Last Name
3. Date of Birth	16 01 1993	4. Place of Birth	5. Gender
	D D M M Y Y Y Y	BIHAR	<input type="checkbox"/> Female
			<input checked="" type="checkbox"/> Male
			6. Marital Status
			<input checked="" type="checkbox"/> Single
			<input type="checkbox"/> Married



7. Contact Details:

STD/ ISD Code		Phone(Residence)	
Mobile Number:	9582921114	Alternate No.	7397405631
Mail ID	kdi@py1002@gmail.com		

8. Others

PAN No.(Enclose Copy)	D	A	K	P	K	0	9	7	7	F									
Passport No.(Enclose Copy)	N	7	5	6	5	7	2	9											
SSN/SIN/EIN No. if applicable																			

ADDRESS DETAILS

(Enclose a valid address proof of the address mentioned below
Please use a Photocopy of this sheet for Multiple Addresses)

ATTENTION: The information you provide in this form shall be used for verification purpose. Mismatch, if any, may result in the rejection of your offer and action being taken as per the company policy. You are therefore advised, to fill this document with utmost care and attention.

INSTRUCTIONS

1. Fill in the complete POSTAL Address. All fields are mandatory. Wherever not applicable, please write "NA".
2. Keep your family members/ neighbors aware of the impending visit for address verification.
3. Duration of stay mentioned as 'Till Date' will be considered as date of signing the form.
4. During verification, if it is validated that you were not residing at the address on the duration mentioned, Verification would be declared as NEGATIVE.

1. Address Type	2. Residence Type	3. Best day to visit (Mon -Sat)	4. Best Time to visit
<input type="checkbox"/> Current <input type="checkbox"/> Previous <input checked="" type="checkbox"/> Permanent	<input type="checkbox"/> Owned <input type="checkbox"/> Hostel/ PG <input type="checkbox"/> Rental <input type="checkbox"/> With Relative <input checked="" type="checkbox"/> Parental	ANY DAY	ANY DAY

5. ADDRESS			
Line 1	S/O:- VISHWANATH PANDIT		
Line 2	VILLAGE:- BAHVARA PATTI, POST-NAGRA		
Line 3	PS- MARHOWRAH,		
City		District	CHAPRA
State	BIHAR	PIN Code	841492
Nearest Landmark	NAGRA ROAD BAHVARA		
Period of Stay	CHILD TO 2010		

6. If you are staying in a Hostel/ PG/ Rented House, kindly provide the Name and Contact Details of your Landlord/ Owner/ Warden:

7. State clearly, if the entry is restricted or security Guard/RWA Society etc., is to be contacted for verification of the address provided.

8. List of Enclosures: Proof of address mentioned above (Kindly tick (✓) the relevant box below).

<input type="checkbox"/> Passport	<input checked="" type="checkbox"/> Voter ID Card	<input type="checkbox"/> Rent Agreement Slip	<input type="checkbox"/> Latest Phone Bill	<input type="checkbox"/> Latest Electricity Bill
<input type="checkbox"/> Ration Card	<input checked="" type="checkbox"/> Driving Licence	Others (Specify)		

1. Address Type	2. Residence Type	3. Best day to visit (Mon -Sat)	4. Best Time to visit
<input checked="" type="checkbox"/> Current <input type="checkbox"/> Previous <input type="checkbox"/> Permanent	<input type="checkbox"/> Owned <input checked="" type="checkbox"/> Hostel/ PG <input type="checkbox"/> Rental <input type="checkbox"/> With Relative <input type="checkbox"/> Parental		

5. ADDRESS			
Line 1	SRI THIRUMALA PG FOR GENTS		
Line 2	# 254, 2nd CROSS, VENKATESHWAR LAYOUT,		
Line 3	MADIWALA,		
City	BANGALORE	District	
State	KARNATKA	PIN Code	560068
Nearest Landmark	NEAR TO SANDHAYA THEATER		
Period of Stay	17th JAN 2019		

6. If you are staying in a Hostel/ PG/ Rented House, kindly provide the Name and Contact Details of your Landlord/ Owner/ Warden:

PANKAJ 8527055032

THIRUMALA/7859044249

7. State clearly, if the entry is restricted or security Guard/RWA Society etc., is to be contacted for verification of the address provided.

8. List of Enclosure: Proof of address mentioned above (Kindly tick (✓) the relevant box below).

<input type="checkbox"/> Passport	<input type="checkbox"/> Voter ID Card	<input type="checkbox"/> Rent Agreement Slip	<input type="checkbox"/> Latest Phone Bill	<input checked="" type="checkbox"/> Latest Electricity Bill
<input type="checkbox"/> Ration Card	<input type="checkbox"/> Driving Licence	Others (Specify)		

PERSONAL REFERENCE DETAILS

ATTENTION: The information you provide in the Background Verification Form (BVF) must be accurate as the same will be used for verification purposes. Therefore, you are advised to fill the entire BVF with utmost care and attention. Documents provided as proof for the details in the BVF should match. Any mismatch of information/ documents or providing false information may result in the rejection of your offer/termination of employment and action being taken as per the company policy.

INSTRUCTIONS:

1. Provide at least 2-3 references.
2. Reference should not be a blood-relative/ family member.
3. For Personal Reference: Person of repute, Eg: Professor, Doctor, Gazetted Officer are valid.

Provide three Personal References (Mandatory)

Details	REFERENCE 1	REFERENCE 2	REFERENCE 3
Name	RAJESH KUMAR	Dr. H. IMAM	
Current Designation	PROFESSOR	CONSULTING ADVISOR	
Current Employer			
Personal Mobile No.	9572297834	7301000285	
Email ID			
Best time to reach			

EDUCATION DETAILS

(Enclose a valid education proof for the education mentioned below
Please use Photocopy of this sheet for Multiple Educations)

ATTENTION: The information you provide in this form shall be used for verification purpose. You are advised to fill this document with utmost care and attention. Documents provided as proof for the details in the BVF should match. Any Mismatch of details in BVF & the documents may result in rejection of your application for Background Verification.

INSTRUCTIONS:

1. Please fill the form starting with your most recent education FULL TIME.
2. Please enclose a clear copy (both sides) of all Semester Mark Sheets **AND** Degree Certificates of the education stated.
3. If the degree certificate has still not been released then, enclose provisional certificate along with all Semester Mark Sheets.

1. Course Name		2. Program		3. Completed		4. Student ID / Enrollment No./ Roll No.	
<input checked="" type="checkbox"/> 10th	<input type="checkbox"/> Post Graduation	<input checked="" type="checkbox"/> Full Time		<input checked="" type="checkbox"/> Yes		0293	
<input checked="" type="checkbox"/> 12th	Others (Specify)	<input type="checkbox"/> Part Time		<input type="checkbox"/> No		20085	
<input checked="" type="checkbox"/> Graduation		<input checked="" type="checkbox"/> Correspondence				521027018	
5. College Name & Address		DR. ZAKKIR HUSAIN INSTITUTE PATNA					
6. University Name		SIKKIM MANIPAL UNIVERSITY					
7. Degree Name	8. Subject (Specialization/ Major)	9. From (dd/mm/yy)		10. To (dd/mm/yy)		11. Graduation date (dd/mm/yy)	
BCA	COMPUTER APPLICATION	19/07/2010		00/01/2014		09/04/2014	
12. List of Enclosures: Proof of education mentioned above (Kindly tick (✓) the relevant box below).							
<input checked="" type="checkbox"/> All Semester Mark Sheets		<input checked="" type="checkbox"/> Degree Certificate		<input checked="" type="checkbox"/> Provisional Certificate			
Enclose copy of both sides of all semester Mark sheets and Degree certificate.							

PREVIOUS EMPLOYMENT

(Enclose a valid employment proof for the employment mentioned below
Please use Photocopy of this sheet for Multiple Employments)

1. Nature of Employment		2. Self Employed		3. Current Designation		4. Dept. /Project	
<input checked="" type="checkbox"/> Permanent <input type="checkbox"/> Temporary <input type="checkbox"/> Agency	<input checked="" type="checkbox"/> Full Time <input type="checkbox"/> Part Time	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Official Title SOFTWARE ENGINEER	Functional Title			
5. On Roll Company (as stated on salary slip)		ARKSWAY TECHNOLOGIES PVT LTD					
Address & Phone Number		Head Office 4th Floor, Bristol IT Park, Thiruvika Industrial Estate, Guindy, Chennai - 600032					
6. Deputed Company							
7. Address & Phone Number		Head Office					
8. Employment Tenure		From Date (dd/mm/yy)	To Date (dd/mm/yy)	9. Employee Code	Salary (Per Annum)	11. Key Responsibility	
		20/07/15	15/01/19	150447	4,80,000		
		10. Grade					
12. Reason for Leaving:		I was working for that company last 3.4 years, I just wanted to seek					

13. Reporting Manager Details

Name: PETER RIXON		Designation: Reporting Manager	
Is the Reporting Manager still a part of the company? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		Reporting Period	
Company Landline/ Board line No.		Personal Mobile No. +914433011300	
Best Time to Reach:			

14. Provide Three References from your Previous Company

Details	REFERENCE 1	REFERENCE 2	REFERENCE 3
Name	Selvaras Pandi	Peter Rixon	Utpal Kant
Current Designation	HR Manager	Reporting Manager	Software Engineer
Current Employer	Arksway	Arksway	Arksway
Company name in which worked with the Reference	Arksway	Arksway	Arksway
Personal Mobile No.	+914433011299	+914433011300	7070706122
Email ID			
Best time to reach			

15. List of Enclosures: Proof of Employment (Kindly tick (√) the relevant box below).

<input checked="" type="checkbox"/> Relieving Letter	<input checked="" type="checkbox"/> Experience Letter	<input checked="" type="checkbox"/> Appointment Letter	<input checked="" type="checkbox"/> Resignation Letter	<input checked="" type="checkbox"/> Last Salary Slip	Others
--	---	--	--	--	--------

If knowledge of the document on the basis of which the verification would be conducted in the mentioned organizations then, it is mandatory to provide the same document.

AUTHORIZATION NOTE
'To whom so ever it may concern'

I , authorize the Company or the retained third party to obtain investigative Employment Screening report in connection to my application for employment

The 'Employment Screening report' may include information regarding my character, general reputation, personal characteristics, Education (Authentication of acquired or pursuing Degrees/Diplomas); Employment history; Credit history; court records, including criminal verification records as permitted by law; Passport Verification; Permanent Account Number verification; Drug Test; Finger Print Verification; Address Verification and references from professional and personal associates as maybe applicable.

I , further understand and agree that the Employment Screening report may be obtained at any time and any number of times as necessary before, during or post my employment.

I hereby authorize all previous employers, educational institutions, consumer reporting agencies and other persons or entities having information about me to provide such information to the Company or any other third party retained by them for the purpose.

I understand that the continuance of employment or the offer of employment is contingent upon the outcome of the background check conducted on me.

The proof of Identity enclosed and self attested for reference. A Photostat, or any other copy, of this instrument bearing my signature shall be equally legally valid as the original.

All the information furnished by me in the Job Application Form is true to the best of my knowledge.

Signature: Deepak Kumar

Name: Deepak Kumar

Date: 18/01/19

Place: Bangalore

Note: It is mandatory to duly sign the form on the space provided above or else the application form would be rejected.