**Background Verification Form**

**(Please read carefully before filling up the form)**

**Instructions:**

* All Sections are mandatory
* Dates to be mentioned in **DD/MM/YYYY** format

**Supporting Documents to be submitted:**

* **Education**
  + Highest Degree Mark sheet and Degree Certificate OR Provisional Certificate from the college/university declaring the Student ID and Duration of Course.
  + All semester mark sheets of your highest degree
* **Employment**
* Relieving letter and Experience Letters from the Previous Organization
* Relieving letter and Experience Letter from the Current Company OR Offer Letter along with Resignation Acceptance and first & last 3 salary slips.

**Section A:**

# Information Release Form

*I hereby authorize Capgemini India Private Limited or any of its Affiliates(or a third party agent appointed by the Company) to contact any former employers as indicated above and carry out all Background Checks not restricted to education and employment before and during the period of employment. I authorize former employers, agencies, educational institutes etc. to release any information pertaining to my employment/education or any such information as may be needed to conclude the back ground check and I release them from any liability in doing so.*

*I confirm that my appointment is based on the information furnished by me in my employment application and all further declarations and undertakings. Hence, any false statement or information furnished as above and/or furnished during the period of my employment, will result in action based on company policy including dismissal without notice.*

# *Signature of the employee*

# *Name of the employee:*

# *Date:*

**Section B:**

**Personal Details:**

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Maiden / Former Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Please update only if there was a change in name)

Gender:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date of Birth (DD/MM/YYYY) :\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Marital Status: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Spouse Name : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Personal Email ID : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Father’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Address Details:**

**(Please provide address for last 7 years as applicable)**

|  |  |  |  |
| --- | --- | --- | --- |
| 1 | Current Address (Complete address with Pin Code) | Ramtanunagar , Harwood Point Coastal, South 24 Parganas, West Bengal , 743374 | Start Date (MM/YYYY) |
|  |
| End Date (MM/YYYY) |
|  |
| 2 | Permanent Address (Complete address with Pin Code) | Ramtanunagar , Harwood Point Coastal, South 24 Parganas, West Bengal , 743374 | Start Date (MM/YYYY) |
|  |
| End Date (MM/YYYY) |
|  |
| 3 | Immediate Previous address - I (Complete address with Pin Code) |  | Start Date (MM/YYYY) |
|  |
| End Date (MM/YYYY) |
|  |
| 4 | Immediate Previous address - II (Complete address with Pin Code) |  | Start Date (MM/YYYY) |
|  |
| End Date (MM/YYYY) |
|  |
| 5 | Immediate Previous address - III (Complete address with Pin Code) |  | Start Date (MM/YYYY) |
|  |
| End Date (MM/YYYY) |
|  |
| 6 | Immediate Previous address - IV (Complete address with Pin Code) |  | Start Date (MM/YYYY) |
|  |
| End Date (MM/YYYY) |
|  |

# Educational Qualification:

|  |  |  |
| --- | --- | --- |
| **Sr.** | **Details** | **Post Graduation Details (Master Degrees)** |
| 1 | Highest degree Obtained |  |
| 2 | Year of Passing |  |
| 3 | Seat/Roll \_Number |  |
| 4 | University Name |  |
| 5 | College Name and Address |  |

|  |  |  |
| --- | --- | --- |
| **Sr.** | **Details** | **Graduation Details (Degree/Diploma Certifications)** |
| 1 | Highest degree Obtained | B.Tech |
| 2 | Year of Passing | 2021 |
| 3 | Seat/Roll \_Number |  |
| 4 | University Name | MAULANA ABUL KALAM AZAD UNIVERSITY OF TECHNOLOGY |
| 5 | College Name and Address | Netaji Subhash Engineering College, Ranabhutia, Techno City, Garia, Ranabhutia, West Bengal 700152 |

|  |  |  |
| --- | --- | --- |
| **Sr.** | **Details** | **Under Graduation Details( PUC / Senior Secondary/+2/ 12 Certificate)** |
| 1 | Highest degree Obtained | H.S |
| 2 | Year of Passing | 2017 |
| 3 | Seat/Roll \_Number | 454011 1015 |
| 4 | University Name | WEST BENGAL COUNCIL OF HIGHER SECONDARY EDUCATION |
| 5 | College Name and Address | Shib Kali Nagar I.M. High School, Shibkalinagar, Harwood Point Coastal , South 24 PGS , West Bengal 743374 |

**Employment Details:**

Mention expected date of joining for Capgemini: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Sr. No** | **Details** | **Previous company**  **1** | **Previous company**  **2** | **Previous company 3** | **Previous company 4** |
| 1 | Employer Name and complete address  (Payroll company) |  |  |  |  |
| Payroll Company Status : Active/Closed |  |  |  |  |
| In case you were deployed at an alternate company, please mention the company name(Client Name) |  |  |  |  |
| 2 | Employee Code |  |  |  |  |
| **Sr. No** | **Details** | **Previous company**  **1** | **Previous company**  **2** | **Previous company 3** | **Previous company 4** |
| 3 | Work location |  |  |  |  |
| 4 | Previous Name of the company if merged/Name Changed |  |  |  |  |
| 5 | Reason for leaving |  |  |  |  |
| 6 | Dates Employed (DD/MM/YYYY) | Start Date | Start Date | Start Date | Start Date |
|  |  |  |  |
| End Date | End Date | End Date | End Date |
|  |  |  |  |
| 7 | Annual Total Cost to Company (CTC) |  | Not applicable | Not applicable | Not applicable |
| 8 | Mode of salary received (Cash, Bank transfer or cheque ) |  |  |  |  |

**Reference Details:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Sr. No** | **Details** | **Reference**  **1** | **Reference**  **2** | **Reference**  **3** | **Reference**  **4** |
| 1 | Full Name of Reference |  |  |  |  |
| 2 | Contact Number |  |  |  |  |
| 3 | Official E-Mail ID |  |  |  |  |
| 4 | Designation |  |  |  |  |
| 5 | Company Name |  |  |  |  |

**GAP Details:**

|  |  |  |
| --- | --- | --- |
| **From (MM/YYYY)** | **To (MM/YYYY)** | **Reason** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

NOTE\*\* Please specify GAPS (if any) between Education & Employment.

One education to another education or

Education to employment or

One employment to another employment

# Self-Declaration

# *I hereby Declare the following:*

1. *Convicted by law for any criminal offence in the last 7 years (Yes/No) :\_\_\_\_\_\_\_\_\_\_*
2. *Open criminal cases against me with any law enforcement authorities or any judicial court (Yes/No):\_\_\_\_\_\_\_\_\_\_*
3. *Part of the board of director/s in any company (Yes/No) :\_\_\_\_\_\_\_\_\_\_*

*Note: In case you have answered as “Yes” to any of the above questions, please provide details on the same:*

*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

# *I declare that the above information is true. I am aware and acknowledge that Capgemini India can take appropriate action as per the company policy if they find any negative remarks antecedents against me pertaining to the background verification which may include immediate termination of my employment.*

# *Signa*tur*e of the employee*

# *Name of the employee:*

# Date (DD/MM/YYYY):