## 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

|  |  |  |  |
| --- | --- | --- | --- |
| Gender |  | | |
| Father’s/Husband’s Name |  | | |
| Nationality |  | If not an India national please confirm if you are authorized to work in India | Yes No |
| Pan # |  | If you don’t have a Pan Card please mention PAN application # |  |
| 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 Quintiles’ offices in India for any position? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

If referred, please mention Name of Quintiles’ 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)* | ***Employment / Personnel #***  ***Or Employee Number*** | ***Employment Type***  *(tick whichever is applicable)* | ***Last Designation held*** | ***Supervisor Details*** | ***Annual Salary in INR (CTC)*** |
| 1 |  |  |  | \_\_\_Full Time  \_\_\_Contract  \_\_\_Part Time |  | Name  Designation  Contact details |  |
| 2 |  |  |  | \_\_\_Full Time  \_\_\_Contract  \_\_\_Part Time |  | Name  Designation  Contact details |  |
| 3 |  |  |  | \_\_\_Full Time  \_\_\_Contract  \_\_\_Part Time |  | Name  Designation  Contact details |  |
| 4 |  |  |  | \_\_\_Full Time  \_\_\_Contract  \_\_\_Part Time |  | Name  Designation  Contact details |  |
| 5 |  |  |  | \_\_\_Full Time  \_\_\_Contract  \_\_\_Part Time |  | Name  Designation  Contact details |  |

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

**Section D: PROFESSIONAL REFERENCE**

(Minimum 2 references required)

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

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

**Letter of Authorization**

To whom it may concern

I hereby authorize Quintiles Research (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 deemed appropriate through this selection procedure. I authorize former employers, agencies, educational institutes etc. to release any information pertaining to my employment / education and I release them from any liability in doing so.

I confirm that the above information is correct to the best of my knowledge and I understand that any misrepresentation of information on this application form may, in the event of my obtaining employment, result in action based on company policy.

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name in Block Capitals: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of Birth: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (dd/mm/yy)

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

A third party agent appointed by us will contact you directly for any further queries or documentation required. Request your cooperation in this regard.

*Quintiles 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 Quintiles immediately.*