

BACKGROUND VERIFICATION FORM



Independent Technology Systems India Private Limited

INSTRUCTIONS:

It is mandatory for you to complete the form in all respects. The information you provide must be complete and correct and the same shall be treated in strict confidence

The details on this form will be used for all official requirements should you join the organization

Independent Technology Systems India Private Limited

Personal Information				
Full Name (First, Middle, Last)		Former Name / Maiden Name (if Applicable)		
Father's Name		Date of Birth (dd/mm/yy)		
Gender <input type="checkbox"/> Male <input type="checkbox"/> Female	Social Security Number (if applicable)	Nationality	Marital Status	
Current Address	Period of stay	From (mm/yy)	To (mm/yy)	Residence Number
Prominent Landmark				Mobile number
Permanent Address	Period of stay	From (mm/yy)	To (mm/yy)	Residence Number
Prominent Landmark				

Professional Certification -						
Course	Institute Name	Dates attended		Type of Certification	Qualification Gained	ID/Roll No
		From	To			
					<input type="checkbox"/> Full Time <input type="checkbox"/> Part Time	
				Subject Major		
Please tick mark the documents submitted for this qualification along with this form <input type="checkbox"/> Marksheet <input type="checkbox"/> Provisional Certificate <input type="checkbox"/> Degree Certificate <input type="checkbox"/> None						

Employment History (List most recent) - Current Employer

Note: Ensure that you are descriptive wherever necessary – e.g. If Co. is closed, do mention it. Employee Code/ ID/ Number is mandatory. If your previous employer did not provide one, please mention and state reasons for the same.

Name of Current Employer		Address of Current Employer		
Telephone No	Employee Code/No	Designation	Department	
Employment Period		Manager's Name	Manager's Contact No	Can a reference taken now? <input type="checkbox"/> Yes <input type="checkbox"/> No
From	To		Manager's Email ID	
Duties & Responsibilities		Reasons for leaving		
First Salary drawn	Was this Position <input type="checkbox"/> Permanent <input type="checkbox"/> Temporary <input type="checkbox"/> Contractual	Agency Details (if temporary or contractual), provide details		
Last Salary drawn				
Please tick mark the documents submitted for this employment <input type="checkbox"/> Service Certificate <input type="checkbox"/> Relieving letter <input type="checkbox"/> Offer letter <input type="checkbox"/> Any Other <input type="checkbox"/> None (please specify)				

References: Please provide the details of three professional references)

Reference (1)
Name & Position held:
Address:
Contact Details
How do you know this person?

Reference (2)
Name & Position held:
Address:
Contact Details
How do you know this person?

Please provide details of an Alternate professional reference, in case the above are unavailable. We undertake not to contact your present employer until your consent is gained.	
Name & Position held:	Company Name:
Address:	
	Tel. No
How do you know this person	

This document contains the private and confidential information of the signee. This is not meant for public dissemination.

Please account for any and all gaps in education or employment during your tenure

From	To	Reason:
Complete Address and Location:		
From	To	Reason:
Complete Address and Location:		
From	To	Reason:
Complete Address and Location:		

Documents Required

Education:

- Photocopy of degree certificate and final mark sheet

For Bangalore University

- A photo copy of both sides of Degree Certificate
- Copies of Marks sheet/Grade card for all years of attendance
- Name of college through which candidate has graduated

Employment

- Photocopy of relieving / experience letter

As is the procedure followed by most police departments across India for criminal background verification, it is possible that police authorities may contact you or visit your stated residence and at times even ask you to present yourself at the concerned police station. It is part of the standard verification procedure. Please do not give in to any attempts at coercion by the authorities and in the event of an occurrence, please get in touch with us or First Advantage India at +91 -22-4069 7000 or email at info.india@fadv.com

Declaration and Authorization

I hereby authorize "*Independent Technology Systems India Private Limited*" (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.

Signature: _____

Name: _____

Date: _____