|  |  |  |
| --- | --- | --- |
|  | **Employment Verification Form** | Rootz Version 7.0 |
| Template No: TH45 |
| Template Ver: 1.3 |

|  |  |  |
| --- | --- | --- |
| **Employment Verification Form** | | |
|  | | |
| **Applicant No/ Employee ID** | **Work Location** | **Date of Joining/Interview** |
|  |  |  |

# Please provide complete and correct information. All fields are mandatory. Please do not use short forms / abbreviations

|  |  |  |  |
| --- | --- | --- | --- |
| **Personal Details** | | | |
| Full Name  (As per Pan Card) |  | | |
| Permanent Address with Landmark\* |  | | |
| Landline No. |  | Alternate Mobile No. |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Educational Qualification** | | | |
| **Educational Record - Post Graduation** | | | |
| College Name and Address |  | | |
| From (Start date)  *(month / year)* | To(End date)  *(month / year)* | Graduation date  *(month / year)* | Graduated |
|  |  |  |  |
| Type of degree | Roll No/Enrollment No. | Program | Subject Major |
|  |  | * Full |  |
| SSN No.  *(Mandatory if studied in USA or Canada)* |  | Grade/Percentage |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Educational Record – Graduation** | | | |
| College Name and Address | ISLAMIC UNIVERSITY OF SCIENCE AND TECHNOLOGY | | |
| From (Start date)  *(month / year)* | To(End date)  *(month / year)* | Graduation date  *(month / year)* | Graduated |
|  |  |  |  |
| Type of degree | Roll No/Enrollment No. | Program | Subject Major |
|  |  |  |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **Employment Verification Form** | | | | Rootz Version 7.0 |
| Template No: TH45 |
| Template Ver: 1.3 |
| SSN No.  *(Mandatory if studied in USA or Canada)* | |  | Grade/Percentage | A/ 7.57 GPA | |

|  |  |  |  |
| --- | --- | --- | --- |
| **Educational Record - Professional Qualification** | | | |
| College Name and Address |  | | |
| From (Start date)  *(month / year)* | To(End date)  *(month / year)* | Graduation date  *(month / year)* | Graduated |
|  |  |  | * Yes * No |
| Type of degree | Roll No/Enrollment No. | Program | Subject Major |
|  |  | * Full * Part Time |  |
| *SSN No.*  (Mandatory if studied in USA or Canada) |  | Grade/Percentage |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Employment Section** | | | |
| Ensure that you are descriptive wherever necessary – e.g. If Company is closed, do mention it. Employee code/ ID/ Number are Mandatory, if your employer did not provide one, please mention and state reasons for the same | | | |
| Total Experience: |  | Relevant Experience: |  |

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Details of Previous Employers (Covering last four employers)** | | | | | | | | | | | |
| Company Name **(1)** | | | |  | | | | Telephone |  | | |
| Address *(main office and branch where worked)* | | | |  | | | | | | | |
| Position Held & Dept. | | | |  | | | | | | | |
| Employment Period:  (date, month, year) | | | | | Employee Code | | Name of Reporting Manager/  **Team Leader/Supervisor Contact details** | | | | |
| From | | To | | |
|  | |  | | |  | |  | | | | |
| Designation & Dept of RM | | | | | Contact No of RM | | Email ID of Reporting Manager | | | | |
|  | | | | |  | |  | | | | |
| Employment Type: | | | Agency Details (if temporary or contractual) | | | | | | | | |
|  Permanent | | |  | | | | | | | | |
|  | **Employment Verification Form** | | | | | | | | | Rootz Version 7.0 |
| Template No: TH45 |
| Template Ver: 1.3 |
| Annual CTC | | |  | | | Reason(s) for Leaving: |  | | | |
| Remarks*(If any)*: | | |  | | | | | | | |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Details of Previous Employers** | | | | | | | | |
| Company Name **(2)** | | |  | | | | Telephone |  |
| Address *(main office and branch where worked)* | | |  | | | | | |
| Position Held & Dept. | | |  | | | | | |
| Employment Period:  (date, month, year) | | | | Employee Code | | Name of Reporting Manager/  **Team Leader/Supervisor Contact details** | | |
| From | To | | |
|  |  | | |  | |  | | |
| Designation & Dept of RM | | | | Contact No of RM | | Email ID of Reporting Manager | | |
|  | | | |  | |  | | |
| Employment Type: | | Agency Details (if temporary or contractual) | | | | | | |
|  | |  | | | | | | |
| Annual CTC | |  | | | Reason(s)  for Leaving: |  | | |
| Remarks*(If any)*: | |  | | | | | | |

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Details of Previous Employers** | | | | | | | | | | |
| Company Name **(3)** | | | |  | | | | Telephone |  | |
| Address *(main office and branch where worked)* | | | |  | | | | | | |
| Position Held & Dept. | | | |  | | | | | | |
| Employment Period:  (date, month, year) | | | | | Employee Code | | Name of Reporting Manager/  **Team Leader/Supervisor Contact details** | | | |
| From | | To | | |
|  | |  | | |  | |  | | | |
| Designation & Dept of RM | | | | | Contact No of RM | | Email ID of Reporting Manager | | | |
|  | | | | |  | |  | | | |
|  | **Employment Verification Form** | | | | | | | | | Rootz Version 7.0 |
| Template No: TH45 |
| Template Ver: 1.3 |
| Employment Type: | | | Agency Details (if temporary or contractual) | | | | | | | |
|  Permanent Yes   Temporary | | |  | | | | | | | |
| Annual CTC | | |  | | | Reason(s) for Leaving: |  | | | |
| Remarks*(If any)*: | | |  | | | | | | | |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Details of Previous Employers** | | | | | | | | |
| Company Name **(4)** | | |  | | | | Telephone |  |
| Address *(main office and branch where worked)* | | |  | | | | | |
| Position Held & Dept. | | |  | | | | | |
| Employment Period: (date, month, year) | | | | Employee Code | | Name of Reporting Manager/  **Team Leader/Supervisor Contact details** | | |
| From | To | | |
|  |  | | |  | |  | | |
| Designation & Dept of RM | | | | Contact No of RM | | Email ID of Reporting Manager | | |
|  | | | |  | |  | | |
| Employment Type: | | Agency Details (if temporary or contractual) | | | | | | |
|  Permanent Yes   Temporary | |  | | | | | | |
| Annual CTC | |  | | | Reason(s) for Leaving: |  | | |
| Remarks*(If any)*: | |  | | | | | | |

|  |  |
| --- | --- |
| **Reference Section** | |
| Please provide the details of **two professional references of your previous employers**. We will not contact  your present employer until your consent is provided. **Note: No friends/ relatives references.** | |
| Name & Position Held: | Name & Position Held: |
|  |  |
| Company Name: | Company Name: |
|  |  |
| Address: | Address: |
|  |  |

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Employment Verification Form** | | Rootz Version 7.0 |
| Template No: TH45 |
| Template Ver: 1.3 |
|  | |  | |
| Tel. No: | | Tel. No: | |
|  | |  | |
| Association: | | Association: | |
|  | |  | |
| Please provide the details of an Alternate **professional reference of your previous employers, in case the above two are unavailable**. We undertake not to contact your present employer until your consent is gained. **Note: No friends/ relatives references.** | | | |
| Name & Position Held: | | Company Name: | |
|  | |  | |
| Address: | | Tel. No: | |
|  | |  | |
| Association: |  | | |

|  |  |
| --- | --- |
| **Education and/or Employment Gap Verification Note** | |
|  | |
| Employee/Contractor Id: |  |
| Full Name of the Employee/Contractor: |  |
| Date of joining/Deployment to Client: |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Employment Verification Form** | | | Rootz Version 7.0 |
| Template No: TH45 |
| Template Ver: 1.3 |
| Gap details | | Period of gap (From month/year to  month/year) | Reason for gap | |
| Gap in Education | |  |  | |
| Gap between education and employment | |  |  | |
| Gap in Employment | |  |  | |
|  | | | | |
| Name of HR Representative/Contractor Vendor Representative: | | |  | |
| Employee Id of HR Representative/Contractor Vendor Representative: | | |  | |
| Signature of HR Representative/Contractor Vendor Representative: | | |  | |

**Declaration and Authorization**

I understand that any employment by Infinite and its affiliated companies is conditioned upon positive responses from my references, bonding eligibility, continued adherence to Infinite and its affiliated companies policies and procedures, applicable rules and regulations and job performance satisfactory at all times to Infinite and its affiliated companies

I consent to take any pre or post-employment examinations as may be required by Infinite and its affiliated companies or its representative, and release Infinite and its affiliated companies from any liability that may arise from such examination.

I authorize an inquiry to be made on the information contained on this application. Former employers and officials of education institutes, named on this application are authorized to give information about me and I release them from all liability for issuing such information.

I hereby attest and warrant that all my answers on this application as well as on all forms completed in conjunction with my employment are true and accurate. I understand that my misrepresentation of facts, failure to disclose information required on this application or material change in my information provided which is not reported to Human Resources shall be cause for dismissal regardless of when discovered by Infinite and its affiliated companies

Signed:

Name in Block Capitals:

Date:

# Guidelines

|  |  |  |
| --- | --- | --- |
|  | **Employment Verification Form** | Rootz Version 7.0 |
| Template No: TH45 |
| Template Ver: 1.3 |

1. Guidelines with respect to filling in this particular template such as hard copy required, who to submit to, etc
2. Please make all guidelines in the same text i.e. Arial - 10