**Background Verification Form**

Instructions: Please fill the form in **BLOCK** letters only and do not use any abbreviations  
 Fields Marked in (\*) is mandatory.

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Personal Information** | | | | | | | | | | | |
| **\*First Name** | AKHIL | | | | | | | | A person wearing glasses  Description automatically generated with low confidence Please affix  your most  recent photo  here | | |
| **\*Middle Name** | REDDY | | | | | | | |
| **\*Last Name** | MALLIDI | | | | | | | |
| **Former/Maiden Name** |  | | | | | | | |
| **\*Nationality** | INDIAN | | | | | | | |
| **\*Gender** | Checkmark with solid fill Male Female | | | | | | | |
| **\*Marital Status** | Checkmark with solid fill Single Married Others : \_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | |
| **\*Date of Birth** | 2 | 6 | 0 | 3 | | 1 | 9 | | | 9 | 8 |
| **\*Father’s Name** | MALLIDI VENKATA REDDY | | | | | | | | | | |
| **\*Personal Landline No** | NA | | | | **\*Personal Mobile No.** | | | 9840290129 | | | |
| **\*Identification Type**  (Passport / PAN Card / Driving License / Voter’s Card / Aadhaar Card) | PAN | | | | **\* Identification No.** (Passport / PAN Card / Driving License / Voter’s Card / Aadhaar Card) | | | DUJPR4715K | | | |
| **National Identity No./**  **Social Security No.**  **(If Applicable for Overseas location)** |  | | | | | | | | | | |

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Current Address** | | | | | | | | | | | |
| **\*House / Flat Number** | | **DOOR NO: 1-18** | | | | | | | | | |
| **\*Building Number & Name** | | **1-18** | | | | | | | | | |
| **Address Line 1** | | **MAIN ROAD, TOSSIPUDI, BIKKAVOLU MANDAL, EAST GODAVARI** | | | | | | | | | |
| **Address Line 2** | |  | | | | | | | | | |
| **Address Line 3** | |  | | | | | | | | | |
| **\*City** | | **TOSSIPUDI** | | | | **\*Postal/** **Zip Code** | | | **533345** | | |
| **\*State** | | **ANDHRA PRADESH** | | | | **\*Country** | | | **INDIA** | | |
| **\*Prominent Landmark** | | **NEAR BHAVANI TEXTILES, MAIN ROAD** | | | | | | | | | |
| **\*Period of Stay** | **From** | 2 | 6 | 0 | 3 | | 1 | 9 | | 9 | 8 |
| **To** | 2 | 2 | 1 | 1 | | 2 | 0 | | 2 | 1 |
| **\*Landline Number** | | NA | | | | | | | | | |
| **\*Mobile Number** | | 9840290129 | | | | | | | | | |

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Permanent Address** | | | | | | | | | | | |
| **Same As Above** | | **Checkmark with solid fill YES NO** | | | | | | | | | |
| **\*House / Flat Number** | | **DOOR NO: 1-18** | | | | | | | | | |
| **\*Building Number & Name** | | **1-18** | | | | | | | | | |
| **Address Line 1** | | **MAIN ROAD, TOSSIPUDI, BIKKAVOLU MANDAL, EAST GODAVARI** | | | | | | | | | |
| **Address Line 2** | |  | | | | | | | | | |
| **Address Line 3** | |  | | | | | | | | | |
| **\*City** | | **TOSSIPUDI** | | | | **\*Postal Code** | | | **533345** | | |
| **\*State** | | **ANDHRA PRADESH** | | | | **\*Country** | | | **INDIA** | | |
| **\*Prominent Landmark** | | **NEAR BHAVANI TEXTILES,MAIN ROAD** | | | | | | | | | |
| **\*Period of Stay** | **From** | 2 | 6 | 0 | 3 | | 1 | 9 | | 9 | 8 |
| **To** | 2 | 2 | 1 | 1 | | 2 | 0 | | 2 | 1 |
| **\*Landline Number** | | NA | | | | | | | | | |
| **\*Mobile Number** | | 9840290129 | | | | | | | | | |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Previous Addresses** | | | | | |
| **Address 1** |  | | | | |
| **\*City** | TOSSIPUDI | | **\*Postal Code** | **533345** |
| **\*Prominent Landmark** | **NEAR BHAVANI TEXTILES, MAIN ROAD** | | | |
| **\*State** | ANDHRA PRADESH | | **\*Country** | **INDIA** |
| **\*Period of Stay** | 26/03/1998 | 22/11/2021 | **\*Contact No. of current tenant / Landlord** | **9840290129** |
| **Address 2** |  | | | | |
| **\*City** |  | | **\*Postal Code** |  |
| **\*Prominent Landmark** |  | | | |
| **\*State** |  | | **\*Country** |  |
| **\*Period of Stay** | From Date | To Date | **\*Contact No. of current tenant / Landlord** |  |
| **Address 3** |  | | | | |
| **\*City** |  | | **\*Postal Code** |  |
| **\*Prominent Landmark** |  | | | |
| **\*State** |  | | **\*Country** |  |
| **\*Period of Stay** | From Date | To Date | **\*Contact No. of current tenant / Landlord** |  |
| **Address 4** |  | | | | |
| **\*City** |  | | **\*Postal Code** |  |
| **\*Prominent Landmark** |  | | | |
| **\*State** |  | | **\*Country** |  |
| **\*Period of Stay** | From Date | To Date | **\*Contact No. of current tenant / Landlord** |  |

**Education Section**

Instructions: Fields Marked in (\*) is mandatory.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **HIGHEST - Qualification 1** | | | | | |
| **\*Name of Qualification Obtained** | | BACHELOR OF ENGINEERING | | | |
| **\* School/ College/Institute - Name** | | SATHYABAMA INSTITUTE OF SCIENCE AND TECHNOLOGY | | | |
| **\*School/ College/Institute - Location** | | **CHENNAI** | | | |
| **School/ College/Institute - Contact No** | | 044-24503159 | | | |
| **\*University / Board - Name** | | SATHYABAMA UNIVERSITY | | | |
| **\*University / Board - Location** | | **CHENNAI** | | | |
| **Enrolment / Roll / Registration Number** | | 3511301 | | | |
| **\*Period of Study** | **From** | 0 | 8 | 1 | 5 |
| **To** | 0 | 5 | 1 | 9 |
| **\*Year of Passing** | **2019** | **\*Graduated** | **Checkmark with solid fill** Yes No Pursuing | | |
| **\*Course Attended** | | **Checkmark with solid fill** Regular / Full Time Part Time Correspondence | | | |
| **\*Documents Submitted** | | Final Year Mark-sheet **Checkmark with solid fill** Degree Certificate (Along with backside if any)  **Checkmark with solid fill** Provisional Certificate**Checkmark with solid fill** Consolidated Marksheet  Other -: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | |
| **Qualification 2** | | | | | |
| **\*Name of Qualification Obtained** | |  | | | |
| **\* School/ College/Institute - Name** | |  | | | |
| **\*School/ College/Institute - Location** | |  | | | |
| **School/ College/Institute - Contact No** | |  | | | |
| **\*University / Board - Name** | |  | | | |
| **\*University / Board - Location** | |  | | | |
| **Enrolment / Roll / Registration Number** | |  | | | |
| **\*Period of Study** | **From** | M | M | Y | Y |
| **To** | M | M | Y | Y |
| **\*Year of Passing** |  | **\*Graduated** | Yes No Pursuing | | |
| **\*Course Attended** | | Regular / Full Time Part Time Correspondence | | | |
| **\*Documents Submitted** | | Final Year Mark-sheet Degree Certificate (Along with backside if any)  Provisional Certificate Consolidated Marksheet  Other -: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | |

**Employment Section**

**Note: Please start with your most recent employer**Instructions: Fields Marked in (\*) is mandatory.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Current Employer 1** | | | | | | |
| **\*Company Name** | HCL TECHNOLOGIES | | | | | |
| **Company Current Status** | Company/Operation Closed **Checkmark with solid fill** Functional Re-located  Merged with | | | | | |
| **Company also Known as** | HCL TECHNOLOGIES | | | | | |
| **\*Complete Company Address with Landmark (Where candidate has worked)** | ELCOT SEZ, MEDAVAKKAM ROAD, SHOLLINGANALLUR, CHENNAI | | | | | |
| **\* Company Contact No.** | 040-61050000 | | | | | |
| **\*City** | CHENNAI | | **\*State** | | TAMIL NADU | |
| **\*Designation (As per Document)** | SOFTWARE ENGINEER | | **\*Supervisor Name and Designation** | | MOHIDEEN ABBAS MARAKAYAR  PROJECT MANAGER | |
| **\*Supervisor’s Contact No.** | | 9790920871 | |
| **Department** |  | | **\*Supervisor’s Email ID** | | mohideenabbas-m@hcl.com | |
| **\*Remuneration (Last Drawn Salary)** | 475000 | | **\*HR Name** | | Nandakumar Ekambaram | |
| **\*Employee ID** | 51839512 | | **\*HR Contact No. and email ID** | | nandakumar.ekambaram@hcl.com | |
| **\*Date of Joining** | **0** | **4** | **1** | **0** | **1** | **9** |
| **\*Date of Exit** | **2** | **9** | **1** | **1** | **2** | **1** |
| **Reason for Leaving:** | LOOKING FOR BETTER OPPURTUNITY | | | | | |
| **\*Employment Type** | **Checkmark with solid fill** Full - Time Part-Time | | | | | |
| **\*Nature of Employment** | Probation **Checkmark with solid fill** Permanent Contractual Temporary | | | | | |
| **\*Documents submitted** | Reliving Letter Experience Letter Service Letter **Checkmark with solid fill** Pay Slip  Other - \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | |
| **Third Party  (Name and complete address) (If through contract)** | NA | | | | | |
| **Can we contact HR / Supervisor now (Y/N) if No, then date:-** | Checkmark with solid fill Yes No Date: 23/11/2021 | | | | | |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Employer 2** | | | | | | |
| **\*Company Name** |  | | | | | |
| **Company Current Status** | Company/Operation Closed Functional Re-located  Merged with | | | | | |
| **Company also Known as** |  | | | | | |
| **\*Complete Company Address with Landmark (Where candidate has worked)** |  | | | | | |
| **\* Company Contact No.** |  | | | | | |
| **\*City** |  | | **\*State** | |  | |
| **\*Designation (As per Document)** |  | | **\*Supervisor Name and Designation** | |  | |
| **\*Supervisor’s Contact No.** | |  | |
| **Department** |  | | **\*Supervisor’s Email ID** | |  | |
| **\*Remuneration (Last Drawn Salary)** |  | | **\*HR Name** | |  | |
| **\*Employee ID** |  | | **\*HR Contact No. and email ID** | |  | |
| **\*Date of Joining** | **D** | **D** | **M** | **M** | **Y** | **Y** |
| **\*Date of Exit** | **D** | **D** | **M** | **M** | **Y** | **Y** |
| **Reason for Leaving:** |  | | | | | |
| **\*Employment Type** | Full - Time Part-Time | | | | | |
| **\*Nature of Employment** | Probation Permanent Contractual Temporary | | | | | |
| **\*Documents submitted** | Reliving Letter Experience Letter Service Letter Pay Slip  Other - \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | |
| **Third Party  (Name and complete address) (If through contract)** |  | | | | | |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Employer 3** | | | | | | |
| **\*Company Name** |  | | | | | |
| **Company Current Status** | Company/Operation Closed Functional Re-located  Merged with | | | | | |
| **Company also Known as** |  | | | | | |
| **\*Complete Company Address with Landmark (Where candidate has worked)** |  | | | | | |
| **\* Company Contact No.** |  | | | | | |
| **\*City** |  | | **\*State** | |  | |
| **\*Designation (As per Document)** |  | | **\*Supervisor Name and Designation** | |  | |
| **\*Supervisor’s Contact No.** | |  | |
| **Department** |  | | **\*Supervisor’s Email ID** | |  | |
| **\*Remuneration (Last Drawn Salary)** |  | | **\*HR Name** | |  | |
| **\*Employee ID** |  | | **\*HR Contact No. and email ID** | |  | |
| **\*Date of Joining** | **D** | **D** | **M** | **M** | **Y** | **Y** |
| **\*Date of Exit** | **D** | **D** | **M** | **M** | **Y** | **Y** |
| **Reason for Leaving:** |  | | | | | |
| **\*Employment Type** | Full - Time Part-Time | | | | | |
| **\*Nature of Employment** | Probation Permanent Contractual Temporary | | | | | |
| **\*Documents submitted** | Reliving Letter Experience Letter Service Letter Pay Slip  Other - \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | |
| **Third Party  (Name and complete address) (If through contract)** |  | | | | | |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Employer 4** | | | | | | |
| **\*Company Name** |  | | | | | |
| **Company Current Status** | Company/Operation Closed Functional Re-located  Merged with | | | | | |
| **Company also Known as** |  | | | | | |
| **\*Complete Company Address with Landmark (Where candidate has worked)** |  | | | | | |
| **\* Company Contact No.** |  | | | | | |
| **\*City** |  | | **\*State** | |  | |
| **\*Designation (As per Document)** |  | | **\*Supervisor Name and Designation** | |  | |
| **\*Supervisor’s Contact No.** | |  | |
| **Department** |  | | **\*Supervisor’s Email ID** | |  | |
| **\*Remuneration (Last Drawn Salary)** |  | | **\*HR Name** | |  | |
| **\*Employee ID** |  | | **\*HR Contact No. and email ID** | |  | |
| **\*Date of Joining** | **D** | **D** | **M** | **M** | **Y** | **Y** |
| **\*Date of Exit** | **D** | **D** | **M** | **M** | **Y** | **Y** |
| **Reason for Leaving:** |  | | | | | |
| **\*Employment Type** | Full - Time Part-Time | | | | | |
| **\*Nature of Employment** | Probation Permanent Contractual Temporary | | | | | |
| **\*Documents submitted** | Reliving Letter Experience Letter Service Letter Pay Slip  Other - \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | |
| **Third Party  (Name and complete address) (If through contract)** |  | | | | | |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Employer 5** | | | | | | |
| **\*Company Name** |  | | | | | |
| **Company Current Status** | Company/Operation Closed Functional Re-located  Merged with | | | | | |
| **Company also Known as** |  | | | | | |
| **\*Complete Company Address with Landmark (Where candidate has worked)** |  | | | | | |
| **\* Company Contact No.** |  | | | | | |
| **\*City** |  | | **\*State** | |  | |
| **\*Designation (As per Document)** |  | | **\*Supervisor Name and Designation** | |  | |
| **\*Supervisor’s Contact No.** | |  | |
| **Department** |  | | **\*Supervisor’s Email ID** | |  | |
| **\*Remuneration (Last Drawn Salary)** |  | | **\*HR Name** | |  | |
| **\*Employee ID** |  | | **\*HR Contact No. and email ID** | |  | |
| **\*Date of Joining** | **D** | **D** | **M** | **M** | **Y** | **Y** |
| **\*Date of Exit** | **D** | **D** | **M** | **M** | **Y** | **Y** |
| **Reason for Leaving:** |  | | | | | |
| **\*Employment Type** | Full - Time Part-Time | | | | | |
| **\*Nature of Employment** | Probation Permanent Contractual Temporary | | | | | |
| **\*Documents submitted** | Reliving Letter Experience Letter Service Letter Pay Slip  Other - \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | |
| **Third Party  (Name and complete address) (If through contract)** |  | | | | | |

**Directorship Details**

Instructions: **Request you to fill this page if you have been associated as Director in your current company or previous companies.**

**If you would have registered with your details as director in MCX also request to share the below details mandatorily.**

**This page is mandate in disclosing your directorship details if any ways your name getting registered in MCX.**

**For e.g If you are running a company on your own and if its currently active/closed/ceased with your directorship details in MCX.**

**If you are a director of previous company and resigned from that directorship also the below format to be filled.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Details** | **\*Name** | **\*Designation** | **\*DIN** | **Period of Directorship** |
| **Company 1** |  |  |  |  |
| **Company 2** |  |  |  |  |
| **Company 3** |  |  |  |  |
| **Company 4** |  |  |  |  |
| **Company 5** |  |  |  |  |

**Reference Section**Instructions: Fields Marked in (\*) is mandatory.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Details** | **Reference 1** | **Reference 2** | **Reference 3** | **Reference 4** |
| **\*Name** | BATTULA SAI KRISHNA CHAITANYA | MAHESH YAGATEELA |  |  |
| **\*Designation** | SOFTWARE ENGINEER | SOFTWARE ENGINEER |  |  |
| **\*Organization** | HCL TECHNOLOGIES | HCL TECHNOLOGIES |  |  |
| **\*Relationship** | TEAM MATE | TEAM MATE |  |  |
| **\* Contact No.** | 9490427261 | 6302100656 |  |  |
| **\*Email ID** | battulasrisai.chait@hcl.com | mahesh.yagateela@hcl.com |  |  |

|  |
| --- |
| **Additional / Others Document’s submitted** |
| Checkmark with solid fill Passport Checkmark with solid fill PAN Card Checkmark with solid fill Driving License Voter’s Card Checkmark with solid fill Aadhaar Card  Other - \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

**Letter of Authorization from the Employee / Candidate**

**To whom so ever it may concern**

I hereby authorize Name of the company (“Company”) or third party agency appointed by the Company to conduct background verifications to validate the information I have provided to the Company including but not limited to my employment, my personal background, professional standing, work history and qualifications etc.

I authorize, without reservations, any individual, company or other private or public entity to furnish to the Company or the third party agency appointed by the Company, all information about me

I release and hold harmless any individual, company, or private or public entity from any and all causes of action that might arise from furnishing such information to the Company or the third party agency appointed by the Company that they may request pursuant to this release.

This authorization and release, in original, faxed or photocopied form, shall be valid for this and any future reference.

|  |  |
| --- | --- |
| **Signature** | A picture containing text, clipart  Description automatically generated |
| **Name (In Block Letters)** | AKHIL REDDY MALLIDI |
| **Date of Birth** | 26/03/1998 |
| **Date** | 22/11/2021 |