

**Employee Verification Policy**

**Objective of Verification**

Ensure that the information given while the interview and mentioned in the resume are true.

**Background verification check may include:**

* Reference Check from previous company.
* Highest completed Education
* Residential address Verification
* Criminal Check
* Medical Check

**Steps for Reference Check:**

**Pre offer Check:**

1. Verification from Previous Employers (through form)

|  |  |
| --- | --- |
| **Name Of The Candidate** | |
|  | |
| **Employer 1** | |
| \*Joining Date |  |
| Position at time of Joining |  |
| Compensation at time of Joining |  |
| \*Reliving Date |  |
| \*Position at time of reliving |  |
| \*Compensation at time of reliving |  |
| \*Behavioral Remark |  |
| Performance Remark |  |
| \*Reason for Leaving |  |
| Would you like to hire him in Future? |  |
| \*Name of The Concerned Person |  |
| \*Designation |  |
| \*Contact No. |  |
| \*Email ID |  |

All the points marked as \* are mandatory.

1. Resignation Letter with acceptance.

**Post Offer Check:**

1. Police Verification of all the teaching and non – teaching Staff.
2. Documentation :

* 2 passport sized recent colored photograph.
* Photocopy of your Current Address proof.
* Photocopy of your Photo I.D. Proof.
* Photocopy of your Certificate of 10th and 12th class.
* Photocopy of your Graduation Degree.
* Photocopy of your Post Graduation Degree.
* Photocopy of any other certification/ Course/ Degree/ Diploma, if you have done.
* Photocopy of your PAN Card.
* Last Organization’s relieving letter. Since generation of relieving letter takes some time, you need to submit your accepted Resignation letter for the time being.
* Last 3 months salary slip.

1. Medical Certificate