**Background Verification Form**

**(Please read carefully before filling up the form)**

**Please note the following while filling up the form**:

* All details asked have to be furnished
* **Dates need to be mentioned in dd/mm/yyyy** format wherever asked. Please note, Dates of employment need to be mentioned in full.
* Contact Nos. of employers and supervisors are mandatory
* Please mention details of companies Previous to Capgemini, details of **last five** **years employment** from today’s date is mandatory.
* **If you were on contract or deputed through another company; please specify the details of the parent company where the payroll was processed**

###### Background Verification Form

Name           :\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date:\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

Date o Birth  :\_\_\_\_\_\_\_/\_\_\_\_\_\_\_/\_\_\_\_\_\_\_\_                 Marital Status: Married /Single

Maiden / Former Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_   Gender: Female / Male

Email Id:                                                                ContactNo:

Address of Communication:

**Employment Details**

Mention date of joining Capgemini-\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Sr.** |  | **previous company 1** | **previous company 2** | **previous company 3** | **previous company 4** | **previous company 5** |
| 1 | Company Name and full address |  |  |  |  |  |
| 2 | Office Landline Numbers |  |  |  |  |  |
| 3 | Dates Employed | From | From | From | From | From |
|  |  |  |  |  |
| Till | Till | Till | Till | Till |
| 4 | Job Title / Designation |  |  |  |  |  |
| 5 | Gross Salary |  |  |  |  |  |
| 6 | Supervisor Name & Contact Number |  |  |  |  |  |
| 7 | Reason for Leaving |  |  |  |  |  |
| 8 | Employee Code |  |  |  |  |  |
| 9 | Agency Details |  |  |  |  |  |
| (For Contractual / Temporary Employees) |  |  |

# Education Qualification

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Sr.** |  | **Institution 1 [Highest Degree Obtained]** | **Institution 1 [Final Degree]** | **Institution 1 [Certification]** |
| 1 | Exam Passed/ highest degree Obtained. |  |  |  |
| 2 | **University Name and Address** |  |  |  |
| 3 | **Institution/College name and address with contact Numbers** |  |  |  |
| 4 | Year of Passing |  |  |  |
| 5 | **Seat Number/ Roll Number/ Enrollment Number as applicable** |  |  |  |
| 6 | Period : From / To |  |  |  |
| 7 | Stream/ Main Subjects |  |  |  |
| 8 | Percentage |  |  |  |

# Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

| **Court record - Current Address** | |
| --- | --- |
| **Complete name** |  |
| **Flat number** |  |
| **Building name** |  |
| **Road / Street Name / #** |  |
| **Nearest landmark 1** |  |
| **Nearest landmark 2** |  |
| **Area Name** |  |
| **City name with pin code** |  |
| **State Name** |  |
| **Period of stay (dd/mm/yy)** |  |
| **Local Landline No.** |  |
| **Local Mobile No.** |  |

# Note – Mention previous addresses incase the stay in the current address is less than 1 Month

ADDRESS VERIFICATION

|  |  |
| --- | --- |
| Complete name |  |
| Flat number |  |
| Building name |  |
| Road / Street  Name / # |  |
| Nearest landmark 1 |  |
| Nearest landmark 2 |  |
| Area Name |  |
| City name with pin code |  |
| State Name |  |
| Period of stay. | MM/YY – Till Date |
| Local Landline No. |  |
| Local Mobile No. |  |
| Fathers Name |  |
| Period of stay |  |

NOTE: Please mention the address details of the last address where you have stayed more than 01 month. If the stay at the last address is less than 01 months, please mention the previous address details

**GAP**

Should disclose the GAP after Completion of Highest degree (if more than 3 months candidate stayed idle at the time of education or employment, mention the completed detail)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| PARTICULARS | IF GAP  APPLICABLE | GAP PERIOD | REMARKS/REASONS | Address of the Gap Period |
|  |  |  |  |  |
|  |  |  |  |  |