**Pre-Client Discussion: Document Submission Checklist**

**To Be Filled in by Recruiters:-**

**Template Revision History**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Change Request#** | **Document Version** | **Approval Date** | **Modified By** | **Section, Page(s) and Text Revised** | **Approved By** |
| BEOPS-432 | 1.0 | 14-Feb-2011 | Saloni Srivastava | Created Initial Version | Radhika Rani |
| BEOPS-1287 | 1.1 | 25-Sep-2013 | Pravin David | Revisited the templates to reduce the document size | Krishnapuram Krishna |
| BEOPS-1765 | 1.2 | 28-Feb-2014 | Pravin David | Amended to align it to the corporate template | Krishnapuram Krishna |

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| --- | --- | --- | --- |
| **Candidate Name** |  | **Date of Interview** |  |
| **Recruiter Name &**  **EMP ID** |  | **Mode of Interview** | In-person / Video Conferencing |
| **Ripple Hire ID** |  | **Interview Location** |  |
| **Applicant ID** |  | **Source details** |  |

Candidate Checklist – Please note that submission of all the below listed documents is mandatory.

1. Valid Government ID Proof (Passport/Driving License/ Pan card/Aadhar Card)
2. A copy of self-attested previous employment history Experience/Service, Reliving or Resignation Acceptance Letter.
3. Most recent CV/Resume.

**Statement of Declaration**

I \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, hereby acknowledge and declare that the documents attached with this checklist are valid and true to the best of my knowledge. I further acknowledge and agree that, request for submission of the above stated documents by the Company shall not be construed as an offer of employment from the Company. I understand that, if I am offered an employment by the Company and subsequently, any discrepancy is found with the documents submitted at the time of onboarding, Company reserves the right to terminate employment.

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| --- | --- | --- | --- |
| **Candidate Signature** |  | **Date** |  |
| **Recruiter Signature** |  | **Date** |  |