

Background Verification Form

PERSONAL DETAILS		
Name of Applicant Surname Middle First		
Maiden Name :		
Have you ever been known by another name?	<input type="checkbox"/> YES <input type="checkbox"/> NO If Yes , please write the other name:	
Place of Birth:	Date of Birth (dd/mm/yy):	
Sex:	Nationality:	
Father's Name	Passport No.	SSN No. (Mandatory for US address)
Home Phone	Office Phone	Mobile

RESIDENTIAL ADDRESS	
Permanent Address	
City :	State :
Pin Code :	**Nearest Landmark :
Name of the contact person at the address :	
Relationship of contact person :	
Landline No.	Mobile No.
Nature Of Location: Rented/Owned/Others	Preferred time of the day for conducting the verification, if any :
Residing Since (Mandatory):	Residing Till (Mandatory):

Current Address	
City :	State :
Pin :	Nearest Landmark :
Contact Person at the address :	
Relationship of contact person :	
Landline No.	Mobile No.
Nature Of Location: Rented/Owned/Others	Preferred time of the day for conducting the verification, if any :
Residing Since (Mandatory):	Residing Till (Mandatory):

EDUCATION RECORD

EDUCATION RECORD (*Start with the latest/ highest qualification; please attach photocopies of the documents*) All fields are mandatory

<i>Name & Address of School/College/Institute</i>	<i>Name & Address of University its affiliated</i>	<i>Type of Degree/Diploma obtained. State "F" for fulltime and "P" for part-time within brackets</i>	<i>Dates Attended</i> <i>From To</i>		<i>Roll Number/Registration Number/Exam Seat number</i>

PROFESSIONAL EDUCATION RECORD**PROFESSIONAL EDUCATION RECORD**

(Start with the latest/ highest qualification; please attach photocopies of the documents) All fields are mandatory

Name & Address of School/College/Institute (Mandatory)	Name & Address of University its affiliated (Mandatory)	Type of Degree/Diploma obtained. State “F” for fulltime and “P” for part-time within brackets	Dates Attended From To		Roll Number/Registration Number/Exam Seat number

EMPLOYMENT RECORD

If you are still employed in this organization, please fill in the date before which you would not like the verification to be initiated in the “To” column. If you are not sure or would like to intimate this date later, please write 'Still Employed'

Employer 1		Employee ID	From (mm/yy)	To (mm/yy)
Full Name				
Address			Phone Number	
City	State	Country	Postal Code	
Job Title		Reason of Leaving		
Designation		Final Salary (Annual CTC)		
Supervisor Name & Title		HR Manager Name		
Supervisor 's Phone Number		HR Manager Phone Number		

EMPLOYMENT RECORD				
Employer 2 Full Name		Employee ID	From (mm/yy)	To (mm/yy)
Address			Phone Number	
City	State	Country	Postal Code	
Job Title		Reason of Leaving		
Designation		Final Salary (Annual CTC)		
Supervisor Name & Title		HR Manager Name		
Supervisor 's Phone Number		HR Manager Phone Number		
EMPLOYMENT RECORD				
Employer 3 Full Name		Employee ID	From (mm/yy)	To (mm/yy)
Address			Phone Number	
City	State	Country	Postal Code	
Job Title		Reason of Leaving		
Designation		Final Salary (Annual CTC)		
Supervisor Name & Title		HR Manager Name		
Supervisor 's Phone Number		HR Manager Phone Number		

EMPLOYMENT RECORD			
Employer 4 Full Name		Employee ID	From (mm/yy) To (mm/yy)
Address			Phone Number
City	State	Country	Postal Code
Job Title		Reason of Leaving	
Designation		Final Salary (Annual CTC)	
Supervisor Name & Title		HR Manager Name	
Supervisor 's Phone Number		HR Manager Phone Number	

GAP VERIFICATION**GAP VERIFICATION****ALL GAPS BETWEEN EDUCATION AND EMPLOYMENTS HAVE TO BE HIGHLIGHTED**

Note – Please provided valid justification for the GAP

GAP (1)	
Period of GAP	
Reason for GAP	
Residential Address during GAP period	
GAP (2)	
Period of GAP	
Reason for GAP	
Residential Address during GAP period	
GAP (3)	
Period of GAP	
Reason for GAP	
Residential Address during GAP period	

References: Please give details of 3 references, preferably not related to you.

PARTICULARS	Reference 1	Reference 2	Reference 3
NAME			
ORGANIZATION			
POSITION			
ADDRESS			
TELEPHONE			
RELATIONSHIP			

Information Release Form

To Whom It May Concern:

Please print

I _____
Last name First name Middle name

I hereby authorize _____ (The Company) and/or or their authorized representatives and contractors to verify information presented on my employment application/resume and to procure an investigative report or consumer report for that purpose.

I hereby grant authority for the bearer of this letter to access or be provided with full details

- of my previous employment record held by any company or business for whom I previously worked. This information should include the dates of employment; the nature of the position held, [details of my salary upon departure] and an appraisal of my performance, capabilities and character. In addition, please provide any other pertinent information requested by the individual presenting this authority. I hereby release from liability all persons or entities requesting or supplying such information.
- of my qualification/degree (copy of my certificates attached)
- information in respect to my character from the records maintained by local authorities

Signature:

Date: dd / mm / yyyy

Checklist

For Criminal Verification:

Mandatory Requirement List for Criminal Verification

Common Mandatory Requirement for all locations

- 1) Name (First, Middle & Last)
- 2) 2 Photographs (Passport size 35 mm x 35mm)
- 3) Telephone number (Current landline residential or mobile number)
- 4) Complete current mailing address
- 5) Father's name (First, Middle & Last)
- 6) Authorization letter duly signed by the candidate, authorizing a third party to conduct a criminal verification
- 7) Duration of stay at the current address
- 8) Photo identity proof (any one of the below)
 - Passport copy (First, Middle and last page)
 - Pan card
 - Voter's identity card
 - Driving License
- 9) Address proof (any one of the below)
 - Clear Ration card copy (First, Middle and last page)
 - Passport Copy (First, Middle and last page)
 - MTNL/BSES bill clearly stating the address, wherein the verification needs to be conducted
 - Attested copy of Leave and License agreement (All pages)
 - Letter from company clearly specifying the current address
 - Hostel Accommodation – Attested copy confirming the current address on the Hostel letterhead
 - Paying Guest Accommodation – Attested letter by the secretary or chairman of the society on a society letterhead
 - Residing with a Friend – Attested copy of the friends leave and license agreement + attested copy issued by the Friend confirming the candidates address details.

For Criminal Background Verification

As is the process followed by most of the police departments across India for criminal background verification, it is possible that the police authorities may contact you or visit your stated residence and at times even ask you to present yourself at the concerned police station. It is part of the standard verification procedure

Please do not give in to any attempts at coercion by the authorities and in the event of any occurrence, please inform your respective human resource officials immediately.