

Employee Information & Background Check form

Note: Please update all cells with correct and relevant data. The information provided in this document will form part of your official records in the company and is subject to verification.

Affix your Photo Here

Date of Joining (dd/mm/yy)	Location of Joining	Employee ID	Place of Work

Personal Details

First Name	Middle Name	Last / Surname
Have you change your name in the past ? If yes, please mention.	Your Father name	Date of Birth (dd/mm/yy)
		Gender (√)
		Male Female
		Blood Group
Personal Email ID		PAN No. / SSN or equivalent

Contact Details

Permanent Address :		Current Address :	
Postal/Zip code :		Postal/Zip code :	
City	State	City	State
Period of Stay		Period of Stay	
From (MM/YY)	To (MM/YY)	From (MM/YY)	To (MM/YY)
Residence Phone No.		Residence Phone No.	
Your Mobile No.		Your Mobile No.	
Emergency Contact No.		Emergency Contact No.	
Name & Relationship of emergency contact:		Name & Relationship of emergency contact:	

Address History (List most recent first) - Please provide addresses for the last 7 years

Period of Stay		Address	Country	Zip Code	Contact Number with Relationship
From (MM / YYYY)	To (MM / YYYY)				

Educational Qualification - Please attach copy of Degree and Consolidated mark sheet

Qualification	Degree Awarded	College / University Name & Address	Year of Passing	ID/ Roll Number	Grade / Percentage
Highest					

Employment History - (List most recent first and other experience covering last 10 years prior to Joining Virtusa)

Name & Address of the Organization	Period of employment		Emp Code	Designation	Reporting Manager Name & Email ID / HR Contact Number	Please mention if the position was Permanent (P) Temporary (T) Contractual (C)	Agency Details (if temporary or contractual), provide details
	From	To					

Over all Work Experience in months	IT	Non IT	Remarks if any-

Professional References

Name	Designation	Email Address	Contact Number

Declaration and Authorization

I confirm that today, _____ day _____ month _____ year is my date of joining in Virtusa, and I am accepting the defined policies and processes in Virtusa.

I also agree that my candidature with Virtusa is valid only till I abide by the policies and processes of Virtusa.

I give my consent and authorize Virtusa (or a third party appointed by Virtusa) to contact any former employee as indicated above and carry out all Background Checks not restricted to education, employment, database search, address verification, criminal check, reference check deemed appropriate through this selection procedure/continued employment. I authorize my former employers, agencies, educational institutes etc to release any information pertaining to my employment/education and I release them from any liability in doing so.

I have not been charge sheeted for any offense under the CRPC and the IPC or any other criminal laws in India or of any of other country. I shall promptly notify Virtusa and the relevant stakeholders, if I am being charge sheeted for any offense now or any time during my tenure at Virtusa.

I hereby declare that all information that I have provided in this form are true to the best of my knowledge, and that any misrepresentation of information by me will disqualify my candidature and subsequent employment with Virtusa.(Herein after referred to as 'Virtusa' which shall include its affiliates, subsidiaries and group companies),

Place: _____ Name: _____

Date: _____ Signature: _____