**Resume Date :**

**Current Organization :**

**DOJ:**

|  |  |
| --- | --- |
| **Name ( Full Name)** |  |
| **Email ID** |  |
| **Phone No** |  |
| **Date of Birth** |  |
| **Passport Number** |  |
| **Voters ID** |  |
| **Gender** |  |
| **Blood group** |  |
| **HSBC PM Name:** |  |
| **LOB :** |  |

**Education details**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **College** | **Stream** | **Year of passing** | **Location** | **Aggregate/%** |
| **Post-Graduation** |  |  |  |  |  |
| **Graduation** |  |  |  |  |  |
| **HSC** |  |  |  |  |  |
| **SSC** |  |  |  |  |  |

**\*Please justify with reason in case of gap between education to education:**

**From**

**Reason**

**Address**

**Rehire details**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  | **Yes/No** | **Duration (date)** | **PS ID** |
| **Worked earlier in any of the HSBC entity/project – Y/N ( if yes- kindly share the PSID & Reporting Manager in HSBC )** |  |  |  |  |

**Employment History (Kindly mention all your employments including current one)**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Company Name** | **Designation/Role** | **Last Project Name** | **Company Start Date** | **Company End Date** | **Key Client Name** | **Location** |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

**\*Please justify with reason in case of gap between education to employment OR Employment to Employment:**

**From**

**Reason**

**Address**

**Address Details:**

|  |
| --- |
| **Permanent Address** |
| **Pin code :** |

|  |  |  |  |
| --- | --- | --- | --- |
| **All address details for last 5 years, start from latest. Dates mandatory to be filled** | | | |
| **No** | **Address with Pin code** | **Period of Stay From: MMM/YY** | **Period of Stay To: MMM/YY** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**BACKGROUND VERIFICATION FORM -HSBC India**

**(This part of information in this document is to be used only for BGV checks with vendor)**

**Personal Information**

|  |  |
| --- | --- |
| **Infosys Employee Code** |  |
| **Father's Name** |  |
| **Former Name / Maiden Name** |  |
| **Nationality** |  |
| **Social Security Number (if applicable)** |  |

**Education Qualification (List most recent first) - Please attach copy of Certificate and all year mark sheets**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **College Name & Address** | **University Name & Address** | **Full Time/Part Time** |
| **Post-Graduation** |  |  |  |
| **Graduation** |  |  |  |

**Previous Employment History (up to last 5 years)**

**Employer (1)**

|  |  |
| --- | --- |
| **Name of Employer** |  |
| **Address of Employer** |  |
| **Telephone No** |  |
| **Employee Code/No** |  |
| **Designation** |  |
| **Department** |  |
| **Employment Period** |  |
| **Manager's Name** |  |
| **Manager's Contact No** |  |
| **Manager's Email ID** |  |
| **Duties & Responsibilities** |  |
| **Reasons for leaving** |  |
| **Agency Details (if temporary or contractual), provide details** |  |
| **Was this Position –**  **Permanent**  **Temporary**  **Contractual** |  |

**Employer (2)**

|  |  |
| --- | --- |
| Name of Employer |  |
| Address of Employer |  |
| Telephone No |  |
| Employee Code/No |  |
| Designation |  |
| Department |  |
| Employment Period |  |
| Manager's Name |  |
| Manager's Contact No |  |
| Manager's Email ID |  |
| Duties & Responsibilities |  |
| Reasons for leaving |  |
| Agency Details (if temporary or contractual), provide details |  |
| Was this Position –  Permanent  Temporary  Contractual |  |

**Employer (3)**

|  |  |
| --- | --- |
| Name of Employer |  |
| Address of Employer |  |
| Telephone No |  |
| Employee Code/No |  |
| Designation |  |
| Department |  |
| Employment Period |  |
| Manager's Name |  |
| Manager's Contact No |  |
| Manager's Email ID |  |
| Duties & Responsibilities |  |
| Reasons for leaving |  |
| Agency Details (if temporary or contractual), provide details |  |
| Was this Position –  Permanent  Temporary  Contractual |  |

**Employer (4)**

|  |  |
| --- | --- |
| Name of Employer |  |
| Address of Employer |  |
| Telephone No |  |
| Employee Code/No |  |
| Designation |  |
| Department |  |
| Employment Period |  |
| Manager's Name |  |
| Manager's Contact No |  |
| Manager's Email ID |  |
| Duties & Responsibilities |  |
| Reasons for leaving |  |
| Agency Details (if temporary or contractual), provide details |  |
| Was this Position –  Permanent  Temporary  Contractual |  |