**Background Verification Form**

|  |  |  |
| --- | --- | --- |
| **Personal Details** | | |
| Applicant Name  (First name, Middle name, Sur name) |  | |
| Former Name/Maiden Name (If applicable) |  | |
| Date of Birth: | | Father’s Name: |
| Gender Male  Female | Nationality: | Marital Status: |
| Email ID: | | Mobile No: |
| Aadhar No | |  |
| Pan no | |  |
| Alternate Number | |  |

**Address Check Details**

|  |  |  |
| --- | --- | --- |
| **Current Address:** | | |
| Last/Current Address | | |  |
| Landmark | | |  |
| Police Station Name | | |  |
| City |  |  |
| State | | |  |
| Pin code |  |  |
| Duration Stay |  |  |
| Home Phone: | |  |
| Neighbours Name: | |  |
| Telephone: | |  |

|  |  |  |
| --- | --- | --- |
| **Permanent Address:** | | |
| Last/Current Address | | |  |
| Landmark | | |  |
| Police Station Name | | |  |
| City |  |  |
| State | | |  |
| Pin code |  |  |
| Duration Stay |  |  |
| Home Phone: | |  |
| Neighbours Name: | |  |
| Telephone: | |  |

**Employment History I-**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Name of Previous Employer: | | | Address: | | |
| Employee ID: | Work Period  From:  To: | | Designation: | | Department: |
| Reporting Manager Name & Designation: | | | Email Id:  Contact No: | | |
| Position Permanent  Contract  Temporary | | Last Drawn Salary: | | Reason for Leaving: | |

|  |  |
| --- | --- |
| Can we contact the most recent Employer | Yes /No” |
| If No, When? | |
| Agency Details: | |

|  |  |  |  |
| --- | --- | --- | --- |
| Name of Agency | | Address: | |
| Telephone |  | |  |

**Employment History II-**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Name of current Employer: | | | Address: | | |
| Employee ID: | Work Period  From:  To: | | Designation: | | Department: |
| Reporting Manager Name & Designation: | | | Email Id:  Contact No: | | |
| Position Permanent  Contract  Temporary | | Last Drawn Salary: | | Reason for Leaving: | |

|  |  |
| --- | --- |
| Can we contact the most recent Employer | Yes /No” |
| If No, When? | |
| Agency Details: | |

|  |  |  |
| --- | --- | --- |
| Name of Agency | Address: | |
| Telephone |  |  |

**Reference Check Details**

|  |  |
| --- | --- |
| Reference Details (I) | |
| Name |  |
| Contact Number & Email ID |  |
| Company Name |  |
| You’re association with the  referee (Natural & Duration) |  |
| Reference Details (II) | |
| Name |  |
| Contact Number & Email ID |  |
| Company Name |  |
| You’re association with the  referee (Natural & Duration) |  |

**Education Check Details**

|  |  |
| --- | --- |
| Your Qualification History(I) HIGHEST EDUCATION IMPORTANT  Full name of the University/Board/College Highest Qualification attended | |
| University / Board Name |  |
| School/College/Institute  Name and Address |  |
| Degree Obtained |  |
| Year & month of passing |  |
| Seat No/ Roll No |  |
| Class Obtained |  |
| Education course  obtained is | Regular a Distance/Correspondence a Other-Regular |