JOINING DOCUMENTS CHECK UST FOR CONTRACTORS (BUSINESS ASSOCIATE)

*(HR USE ONLY)*

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **NAME** | | **<<Full Name>>** | **EMPLOYEE#** | | |  |
| **DESIGNATION** | |  | **DATE** OF **JOINING** | | | ***28 Feb 2025***  **(MM/DDIYYYY)** |
|  |  | | |  |  | |
| **SL.#** | **MANDATORY DOCUMENTS REQUIRED** | | |  | **REMARKS (IF NOT GIVEN)** | |
| 1 | Offer/Deputation/Appointment Letter signed by the Associate | | |  |  | |
| 2 | Photographs (2 passport size) | | |  |  | |
| 3 | Address Proof | | |  |  | |
| 4 | Government ID Proof | | |  |  | |
|  | **OPTIONAL DOCUMENTS COLLECTED** | | |  |  | |
| 5 | * X Mark sheet | | |  |  | |
| 6 | **XII Mark** sheet | | |  | ' | |
| 7 | UG & PG Provisional/Degree certificate | | |  |  | |
| 8 | UG & PG Mark sheets  ,,, | | |  |  | |
| 9 | All Previous employers relieving letters/service certificates | | |  |  | |
| **IF THE ABOVE DOCUMENTS ARE AVAILABLE, THEN START THE JOINING FORMALITIES** | | | | | | |
| 10 | Joining Report | | |  |  | |
| 11 | Proprietary Rights & NDA | | |  |  | |
| 12 | Prohibition of disclosure of inside information and disciplinary action | | |  |  | |

***(HR USE ONLY)***

**HR Representative Name: Signature: \_**

Page **1** of7



**JOINING REPORT**

Name of the First Name Middle Name. Last Name (Expansion of initial)

Associate

Father's /Husband's Name

(in case of married women) Permanent Address

(

**'li!(With** code#)

Present Address

**2i'(With** code#)

\_Emerge,ncy Contact Person's Name

|  |  |  |
| --- | --- | --- |
| Address |  | |
| Relationship | --------- **'li!(With** code #) |  |
| Date of Birth | Date of Joining  **(MM/DD/YYYY)** | ***28 Feb 2025***  **(MM/DD/YYYY)** |
| Designation | Function |  |
| Blood Group | Marital Status |  |

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**CWR ASSOCIATE DETAILS**

HR Contact Person (Recruiter) Consultancy Name Compensation (per month) Specified Skill Set

Personal Email ID

**Previous Employment Details:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Organlzatlon**. | **Designation** | * **From (dd/mm/yyyy)** | - ···----  **To (dd/mm/yyyy)** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| ' |  |  |  |



|  |  |  |
| --- | --- | --- |
| PROFESSIONAL REFERENCES | | |
| PARTICULARS | REFERENCE 1 | REFERENCE2 |
| NAME |  |  |
| DESIGNATION |  |  |
| COMPANY |  |  |
| LANDLINE |  |  |
| MOBILE |  |  |
| E-MAIL |  |  |
| ADDRESS |  |  |

YOUR SHORT TERM AND LONG-TERM GOALS:

ANY OTHER DETAJLS YOU WOULD LIKE TO MENTION (CERTIFICATIONS/PRESENTATIONS MADE ETC,)

|  |  |
| --- | --- |
| AFFIDAVIT | |
| I certify that the statements made in.this application are valid and complete to the best of my knowledge. I understand that *Cog11ium1 Technology Solutions* is an at will employer, false or misleading information may result in termination of employment, with or without cause and with oi- without notice.  I understand that *Cog11ir.a111 Tech110l0,:v Solutio11s* may request a credit and/or background check from a credit reporting agency or related service. I undersland that l have a right to make a written request within a reasonable time for the disclosure of the name and address of the· credit-reporting agency so that I may obtain a complete disclosure of the nature and scope of any investigation.  I understand that the records will be used for employment purposes only and will not begiven to unauthorized persons.  I authorize *Cog11h1mt Tech11ologv Solutions,* and/or its agents to conduct a reference check so that a hiring decision may bemade. In the event that *Cog11iumt Teclmologv Solutimis* is unable to verify any reference stated in this application, it is my responsibility to furnish the necessary documentation.  I understand that this application or subsequent employment does not create a contract of employment nor guarantee employment for any definite period of time.  .  I have read, understood, and bv mv si1ma1ure consent to these statements. | |
| **SIGNATURE: <<Full Name>>**  **NAME (IN BLOCK LE TTERS): <<Full Name>>** | DATE: **< *28 Feb 2025* >** |

|  |  |
| --- | --- |
| DOCUMENTS REQUIRED (C0!vlPULS0RY) | |
| Completed & Signed Application Form | Two Passport Size Photographs |
| Copy of Relevant Education Certificates | **Current Address Proof** *(,fs1ay a1c11rren1 address* > *6 mon1/1s)* else  **Longest Stay Address Proof.**  *Please 11ote: Your nume should be mentioned onthe address proof* .  ***Accepted address proofs:*** *MTNL Bill I Electricity Bill/ Copy of Rent Agreement/ Passport/ Voter !di Driving License.* |
| Copy of all past Employment Relieving Letters/ Salary Slips |

***All details are compulsory*** *Strictly Private* & *Confidential*



SELF DECLARATION

To:

## Senior Manager - HR Shared Services

Cognizant Technology Solutions India Pvt Ltd, India.

Sir,

{First Name, Middle name, Last name) hereby self-declare that:

[Please tick whichever applicable)

I have neither been directly nor indirectly engaged by or with Cognizant in any capacity (including but not limited

to that of intern/Contractor/Consultant/Associate/Project Trainee/Vendor).

OR

I was engaged with Cognizant in my capacity as a \_\_\_\_\_\_\_\_\_\_\_during the period from\_\_\_\_\_\_\_\_\_\_ to \_\_\_\_\_\_\_\_\_.

During my previous tenure of employment with Cognizant, my six digit Associate ID was\_\_\_\_\_\_\_\_\_\_\_\_\_

I hereby agree. That Cognizant may capture and maintain my personal details which were declared in the

* Candidate Information Sheet and the lC onboarding fo.rm in accordance with Cognizant’s policies as may be in effect from time to time. If it is found at any point of time that the information provided by me is false or incorrect,- Cognizant shall be at liberty to initiate any disciplinary action including termination of employment against me.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Employee

Date of Joining: ***28 Feb 2025***

Joining Location: