



**Please attach the following documents along with this Background Check Form:**

- (a) Your recent Passport size photograph pasted at the appropriate place
- (b) Self-attested & Signed Copy of Identity Proof document:
  - Valid Passport / Driving License / PAN Card / Voter's ID card
- (c) Self-attested & Signed Copy of Address Proof document:
  - Ration card / Electricity bill / Landline Telephone bill /
  - House Lease Agreement + Related Documents as required
- (d) Self-attested & Signed Copy of Educational Certificates:
  - Highest Degree Certificate(s) /Provisional Degree Certificate(s)
  - Highest Degree Mark sheets of all exams
- (e) Self-attested & Signed Copy of Employment documents:
  - Previous Employment
    - (i) Relieving Certificate(s)
    - (ii) Experience Certificates(s)
    - (iii) Salary Certificates – Last 3 months
- (f) Self-attested & Signed – Documents to explain gaps during Education/Employment
  - Attach Affidavit with Notary Authorization for gaps

*(Please refer Background Check Form Guidelines/Checklist in Sheet 1 & 2 for more details)*

**For Office Use Only:**

Verified the following:

- ☞ BGC Consent Letter – signed & attached
- ☞ Recent Passport size photo pasted at the appropriate place
- ☞ BGC Form filled-in with all complete details
- ☞ Address & ID Proof documents self-attested, signed & attached
- ☞ Highest Degree Certificate(s)/Provisional Degree Certificate(s) – copies self-attested, signed & attached
- ☞ Highest Degree Mark sheets of all exams – copies self-attested, signed & attached
- ☞ Previous Employment documents – Relieving Certificates, Experience Certificates, Salary Certificates
- ☞ Documents to explain gaps during Education/Employment - attached

**HR Recruitment Representative:**

Name: \_\_\_\_\_ Emp # : \_\_\_\_\_ Signature : \_\_\_\_\_ Date: \_\_\_\_\_

*Aditya Sharma*