Employment Verification Form

|  |  |
| --- | --- |
| Name |  |
| Date of Joining [Clover Infotech Pvt Ltd] |  |

Employment Details

|  |  |  |  |
| --- | --- | --- | --- |
|  |  | Employer 1 | Employer 2 |
| Employer Name |  |  |  |
| Employment Tenure | From |  |  |
| To |  |  |
| Designation |  |  |  |
| Reason For Leaving |  |  |  |
| Employee Code |  |  |  |
| Last Drawn CTC |  |  |  |

Reference Details

|  |  |  |
| --- | --- | --- |
| Supervisor | Reporting Manager - Employer 1 | Reporting Manager – Employer 2 |
| Reference Name |  |  |
| Landline / Mobile Numbers |  |  |
| Designation of Reference |  |  |

|  |  |  |
| --- | --- | --- |
| HR | HR - Employer 1 | HR - Employer 2 |
| Reference Name |  |  |
| Landline /Mobile Numbers |  |  |
| Designation of Reference |  |  |

Letter of Authorization

To whomsoever it may concern

I hereby authorize Clover Infotech Pvt Ltd and its representative to verify information provided in my resume and application of employment and to conduct enquires as may be necessary, at the company’s discretion. I authorize all persons who may have information relevant to this enquiry to disclose it to Clover Infotech Pvt Ltd, or its representative. I release all persons from liability on account of such disclosure. In case the organization finds any information contrary to that provided by me, I accept their decision to withdraw the job offer made to me. The job offer would thereby stand null and void.

Signed:

Name in Block Capitals:

Date of Birth:

Date of Joining:

Company Seal Note:

1. The candidate needs to submit the photocopies of the latest degree / college certificate acquired by them.

1. For a thorough Criminal Background Verification, the candidate need to sign the standard declaration form agreeing to a Criminal Background Verification through the office of the Commissioner of Police and submit a photocopy of his ration card along with 2 recent passport size photographs.
2. A general authority letter will be issued by the employer, which will confirm that Genesis Risk Mitigation Services Private Limited is authorized to conduct the background verification checks on behalf of the employer from the concerned authorities.