

CHECK LIST FOR BACKGROUND CHECK PROCESS

Instructions:

Please refer to the check list below for the mandatory documents required and ensure to provide all documents at the earliest to avoid any delays in your hiring process.

Important Note:

- 1) Document type to be selected as "BVF Document" while uploading
- 2) Documents once uploaded cannot be viewed
- 3) Files to be uploaded in PDF or JPEG format
- 4) Do not upload password protected files and Zip files
- 5) Download the Letter of Authorization and upload the scanned copy of the signed Letter of Authorization in the Completion section.

If you are unable to upload any documents due to unavailability of the document while filling the online form, you can send across the same through email to FADV Consultants listed in the checklist on a later date.

Educational Verification

SI No	Highest qualification details	Mandatory documents	Substitutes
1	Post Graduation / Graduation	1) Degree certificate (Front and reverse side of the degree certificate) 2) All years mark sheet	Consolidated mark sheet and Provisional degree certificate
2	Chartered Accountant	Final examination mark sheet	NIL
3	The Institute of Cost and Works Accountants of India (ICWA)	Attested copy of Group I and Group II mark sheet	NIL
4	Language courses	Course completion certificate	NIL
Education obtained from Overseas Universities			
5	Post Graduation and Graduation	Convocation certificate	NIL
		Official transcript	NIL

Employment Verification			
SI No	Employer details	Mandatory documents /requirements	Substitutes
1	Current Employment	<p>Please provide us with copies of documents confirming your current employment (Start and End date) which is mandatory</p> <p>1. Start date proof - Copy of Appointment letter or Employment letter (letter from the company mentioning start date) or Incremental letter or Pay slip (Except Offer Letter) in which “date of joining” would be required. You can blank out the figures if confidential. Following details should be mentioned in the document. Employee Name, Employer Name and Designation.</p> <p>2. End date proof - Copy of last 6 months bank statement of Salary account which shows the salary credit transactions (request you to download the bank statements from Bank portal in PDF format which reflects the bank logo and account details, you can blank out the figures if confidential- please print the document, scan in PDF and then upload the bank statement) to verify the closest end date would be required. (Bank statement in word/excel formats are not acceptable)</p>	NIL
2	Previous Companies	<p>1) Offer letter / Appointment letter2) Relieving letter / Experience Letter/ Service certification3) All Form 16 and Bank Statements, <i>if available (If you do not have any Form 16 or Bank Statements, please just provide 1 & 2)</i></p>	NIL

Employment with Overseas Companies			
3	Previous Companies	Experience letters if provided	<u>For United States:</u> Tax documents (W2 Form) & Social Security number <u>For United Kingdom:</u> National Insurance number <u>For Others:</u> Work Visa/Permit Passport Copy of Entry to Country
Criminal Verification			
Details required			
Complete Name of the candidate Father's Name Date of Birth Complete address (Longest stay in Last 7 years alongwith Period of stay)			

Contact Details

For any support, you may email First Advantage Consultants listed below or call them between 9.00am to 6.00pm on any working day.

Name	Landline number	Email Id
Khushboo Tiwari	91-22-40697705	oraclesupport@fadv.com
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