

## Profile Background Form

Please complete all information. Fields marked with a \* are mandatory.  
Note: Please avoid using short forms / abbreviations where ever possible.

Client Number:		Client Name:		Employee ID:	
*First Name:		*Middle Name:		*Last Name/Surname:	
*Standard format of writing the name:					
*Have you ever changed your name? <input type="checkbox"/> No <input type="checkbox"/> Yes (Please attach a copy of the name change document) If Yes, name change date: DD/MON/YYYY					
Previous Name(s) / Maiden Name (if applicable)	First Name	Middle Name	Last Name/Surname		
*Father's Name	First Name	Middle Name	Last Name/Surname		
Complete current address:				Period of Stay (DD/MON/YYYY):	
*City and Postal code				*From:	
*Landmark 1:				*To:	
*Landmark 2:					
*Landline telephone number:					
Per manent Address:	<input type="checkbox"/>			Period of Stay (DD/MON/YYYY):	
*City and Postal code				*From:	
*Landmark 1:				*To:	
*Landmark 2:					
*Landline telephone number:					
*Gender: Male Female		Marital Status: Single Married			
*Date of Birth: (DD/MON/YYYY)		*Nationality: SSN / TIN Number:			
Contact Details		Passport Details			
Email: <input type="checkbox"/>		Number:			
*Mobile number: <input type="checkbox"/>		Place of Issue:			
*Photo Identification proof (Attach a copy) Passport PAN card Driver license Voter ID Photo ID Number _____		*Address proof (Attach a copy) Lease/rental agreement Bank statement Land telephone Voter card Other _____			

## Educational Qualifications

*Note: Please attach more educational sheets if necessary*

Please complete all the degree/educational qualifications and attach the necessary documents.

<b>Educational Record - Highest Degree</b> (Please attach copy of degree certificate and all year mark sheets)			
*College Name			
*College Address and Contact Telephone	*College City/State/Country		
*University Name, Address, and Contact Telephone	*University City/State/Country		
*From – To:	*Graduated <input type="checkbox"/> Yes <input type="checkbox"/> No	*Program <input type="checkbox"/> Full Time <input type="checkbox"/> Part Time	*Registration/Roll No
*Type of degree	*Graduation date (month / year)	*Subject Major	
*Copy of the Certificate Attached <input type="checkbox"/> Yes <input type="checkbox"/> No *Educated in Overseas: <input type="checkbox"/> No <input type="checkbox"/> Yes If yes, Unique identification number at Overseas (SSN/TIN) : Given Name at Overseas:			

## Mandatory Supporting Documents(softcopy)

• 10th Marksheet	Yes	Yes	Softcopy should be in <b>pdf</b> , original
• 12th Marksheet or Diploma Marksheet and Certificate ( <b>whichever is applicable</b> )	Yes	Yes	Softcopy should be in <b>pdf</b> , original
• Graduation Marksheets ( <i>semester wise</i> ) and Degree Certificate	Yes	Yes	Softcopy should be in <b>pdf</b> , original
<i>ID Proofs</i>			<b>ID Proofs should exhibit: Date of Birth, Permanent Address, Current Address(address for correspondence) &amp; Father's Name</b>
• Front and Backside of PAN Card	Yes	Yes	Softcopy should be in <b>jpg</b> ,
• Front and Backside of Aadhar Card	Yes	Yes	Softcopy should be in <b>jpg</b> , original
• First & last pages of your Passport	Yes	Yes	Softcopy should be in <b>jpg</b> , original
• Other Address proof documents: Voter ID, Driving License, Rental Agreement	Yes	Yes	Softcopy should be in pdf, original
<b>Other Documents</b>			
• <b>Recent</b> passport size photograph with white <b>background</b>	Yes	No	Softcopy should be in <b>jpg</b> .
• Character certificate	Yes	Yes	Softcopy should be in <b>pdf</b> , original

## **Instructions:**

**All the docs need to be submitted in zip file( saved in format of( EVF\_YourName\_Joining docs)**

### Address check:

- Location details along with 2 landmarks and landline telephone numbers

### Education Check:

- Scancopy of the degree certificate and final year mark sheet.
- Registration number or enrollment number

#### Bangalore University Specific

- Scancopy of both sides of the degree certificate (The reverse side of the certificate has some information which the University would require).
- Copies of Marks Sheets/Grade Card for all the years of attendance.

Roll number, College name and College contact details are mandatory.

**INFORMATION RELEASE FORM**

To Whom It May Concern:

I, \_\_\_\_\_  
(Last Name) (First Name) (Middle Name)

hereby authorize my current/prospective employer\_\_\_\_\_ and/or any of its subsidiaries or affiliates or partners or vendors, and any person or organizations acting on its behalf, to verify information presented in my employment application and to compile a background report for that purpose. I hereby grant authority to the bearer of this letter to access or be provided with full details of my previous employment record held by any company or business for which I previously worked. This information should include, but not be restricted to, the dates of employment, position held, and details of my salary upon departure and an appraisal of my performance, capabilities and character. I hereby release from liability any person or entity requesting or supplying such information.

Date:

Candidate Signature

\_\_\_\_\_  
Name of the Candidate