

**EMPLOYMENT APPLICATION**

Iron Mountain is an equal opportunity employer and employs qualified individuals based upon job-related qualifications regardless of race, religion, color, sex, national origin, age, disability, sexual orientation, status as a Vietnam era or special disabled veteran or any other status protected under applicable federal, state, or local law.

Date of Application : DD/MM/YYYY

Position Desired :

Salary Desired :

In order to be considered for employment with Iron Mountain, you must complete this application by answering all questions fully and clearly. The Company complies with laws regarding reasonable accommodation for disabled applicants and employees. Applicants requiring reasonable accommodation in order to participate in the interview process should contact the Human Resources Department to arrange such accommodation.

1. Have you ever worked for Iron Mountain or any of its subsidiary company before?  **Yes**  **No**

If yes, state the dates of employment, location and the reason why you left

1. Do you have any relatives who are employed by Iron Mountain?  **Yes**  **No**

If yes, provide their name, department, and location:

**HOURS AVAILABLE**

1. Indicate the hours you are available for work

**Full-Time**  **Part – Time**  **Project Based**

1. Indicate the shift(s) you are available for work

**Morning**  **Afternoon**  **Night**  **Weekend**

*Note:* You may be offered employment for a specific shift; however, Iron Mountain reserves the right to modify your shift or work hours depending on the needs of the business.

**Employee Verification Form**

Please attach recent passport size photograph

( **Iron Mountain.**. )

## Important Instructions

* All fields are mandatory.
* Please fill only in Upper case for more legibility.
* Please do not use short forms / abbreviations.
* Employee Code/ID/No is mandatory. If your previous employer did not provide one, please mention and state reasons for same.

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| --- | --- | --- | --- | --- |
| **Personal Details** | | | | |
| **Please expand initials in your name *---- As the same would be used in our Employment records*** | | | | |
| Title (Mr. / Ms.) | (First Name) | (Middle Name) | (Last Name) | |
|  |  |  |  | |
| Primary Skill / Competency |  | | | |
| Years of IT Experience |  | | | |
| Passport No |  | Passport Expiry Date | |  |
| **Place of issue** |  | **Date of issue** | |  |
| Driving License No |  | Valid Up to | |  |
| Nationality |  | Date of Birth (*Please adhere to Date format mentioned)* | | DD / MM / YYYY |
| Gender | Male Female | Marital Status | | Married ****Unmarried |
| SSN No.(If studied/worked in US or Canada) | |  | | |

|  |  |  |  |
| --- | --- | --- | --- |
| **Contact Details** | | | |
| Permanent Address |  | Period of stay (in months) |  |
| Current Residential Address  (Number and Street) |  | Period of stay (in months) |  |
| Current Residence Tel No | Country Code: | City Code: | No: |
| Permanent Residence Tel No | Country Code: | City Code: | No: |
| Office Tel No | Country Code: | City Code: | No: |
| Mobile No |  |  |  |
| E-mail ID |  |  |  |
| Alternate E-mail ID |  |  |  |

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| --- | --- | --- |
| **Name of the country** | **Duration of Stay** | **Reason** |
|  |  |  |
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**For Office Use Only**

**Level of Check**

|  |  |  |
| --- | --- | --- |
| **Education Details ((Please attach copy of the degree certificate or provisional certificate)**  **Qualification with Specialization(Starting from most recent – Highest two)** | | |
| **Type of degree** |  |  |
| **College name and address** |  |  |
| **Affiliated to University / Board Name and address** |  |  |
| **Period (From – To) (dd/ mm/ yy)** |  |  |
| **Roll no / Enrollment no.** |  |  |
| **Graduated. ( Yes / No )** |  |  |
| **Program**  **(Part Time / Full Time)** |  |  |
| **Subject Major** |  |  |
| **State reasons for gap in education (if any)** | **1** | |
| **2** | |
| **3** | |

|  |
| --- |
| **Other Details If yes, please give details.** |
| Are you currently under service agreement / bond with your existing employer?  **Yes**  **No** |
| Have you ever been charged or convicted for any criminal offense in India or abroad?  **Yes**  **No** |
| Have your ever been declared bankrupt?  **Yes**  **No** |
| Have you ever had any civil judgment made against you?  **Yes**  **No** |
| Do you know or are related to anyone who works for the company?  **Yes**  **No** |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Employment (Require copy of Relieving letter , Service Certificate, Salary Slip)** | | | | |
| **Starting from most recent)** | **Previous Employment** | **Employer 2** | **Employer 3** | **Employer 4** |
| **Name of the company** |  |  |  |  |
| **Address – Head office** |  |  |  |  |
| **Address – Branch where worked** |  |  |  |  |
| **Agency details (if contractual employee)** |  |  |  |  |
| **Telephone number with STD Code** |  |  |  |  |
| **Employment Type**  **(Permanent / contract)** |  |  |  |  |
| **Last Designation and Department** |  |  |  |  |
| **Emp. Code/ Personnel ID** |  |  |  |  |
| **Period of employment From – To (dd/mm/ yy)** |  |  |  |  |
| **Reporting Manager Name**  **Designation Email id Contact Number** |  |  |  |  |
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| **Last drawn salary (Per annum CTC)** |  |  |  |  |
| **Reasons for leaving** |  |  |  |  |
| **can the reference be taken now**  **if no please specify by** |  | **State reasons for gap in Employment (if any) :** | **1** | |
| **2** | |
| **3** | |

**Note:** Please add more boxes if required to cover employment period of last seven years.

**FAMILY DATA**

(Details of Parents, Spouse, Children)

|  |  |  |
| --- | --- | --- |
| **Name** | **Date of Birth/Age** | **Relationship** |
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**OTHER INTERESTS**

Details of hobbies, cultural activities, sports, community work

**CRIMINAL BACKGROUND INVESTIGATIONS**

To the extent legally permitted, Iron Mountain will conduct criminal background investigations and controlled substance screening on all new hires. Iron Mountain may also conduct reinvestigations on existing employees from time to time. Job-related convictions will be one factor in deciding whether or not to offer employment. Factors such as age at the time of the offense, the seriousness and nature of the violation, and rehabilitation may be taken into account. An arrest without disposition is not an indication of guilt.

1. Have you been convicted of a felony within the last seven (7) years?  **Yes**  **No**
2. Have you been convicted of a misdemeanor within the last seven (7) years?  **Yes**  **No**

If yes, please identify the state, court, charge and dates:

**CERTIFICATION AND AGREEMENT**

If you have any questions regarding the following statements, please ask the interviewer before initialing and signing.

1. **Yes** I certify that the information given herein is true and complete to the best of my knowledge. I understand that any misrepresentation, falsification, or material omission of information in this application or during the interview process may result in my discharge from employment.
2. **Yes** I authorize Iron Mountain to verify any information contained in this application and I authorize my former employers, schools, and any other persons, institutions, businesses, or organizations to provide such verification to Iron Mountain. I hereby release Iron Mountain and all other entities and persons from any and all liability resulting from the furnishing of such information to Iron Mountain.
3. **Yes** I understand that any offer of employment that Iron Mountain may make to me will be conditioned on my taking and passing a controlled substances test involving the collection of a urine sample. I hereby consent to such test and authorize the release of the results of such test to a medical review officer and to Iron Mountain.
4. **Yes** I understand that any offer of employment that Iron Mountain may make to me will be conditioned on the results of a background investigation that may include, but may not be limited to, verification of my education and prior employment and review of my criminal history. I understand that Iron Mountain will provide me with a separate form to sign authorizing such background investigation. I further understand that if I am employed by Iron Mountain, I may be required by certain Iron Mountain customers to authorize additional background investigations, which may include but may not be limited to fingerprinting and a review of criminal history in addition to that performed by Iron Mountain. I understand that I will not be required by Iron Mountain to authorize such additional background investigations; however, I acknowledge that, if I do not authorize such background investigations, I may not be eligible to continue performing services for such customers which may result in my reassignment to a vacant position, if any, for which I am qualified.
5. **Yes** I agree that, if during my employment with Iron Mountain, I am arrested for or convicted of a crime other than a non-moving traffic violation; I will promptly report such event to my supervisor, unless applicable law makes this requirement unlawful.
6. **Yes** I understand that any offer of employment that Iron Mountain may make to me to work in a position that may require me to drive a motor vehicle will be conditioned on a check of my driving record history, consistent with provisions of applicable law. I further understand that although I may commence employment with Iron Mountain prior to its receipt of driving record results, Iron Mountain may terminate my employment if the results of any driving records inquiry are unacceptable
7. **Yes** I am not subject to any restrictive covenant, confidentiality agreement, non-disclosure agreement or agreement not to compete that would be violated by my performing services for Iron Mountain.
8. **Yes** I understand that I may be required, depending on my position, to sign an inventions and intellectual property, non-compete, confidentiality and/or business ethics agreement as a condition of my employment.
9. **Yes** If hired, I agree to comply with the rules, policies and procedures of Iron Mountain, which are subject to change at any time at the sole discretion of Iron Mountain.
10. **Yes** I understand that nothing contained in this application and nothing that may be said to me during the interview process is intended to create an employment contract between Iron Mountain and me or to guarantee that my employment will last for any particular period of time. My employment with Iron Mountains will be “at-will” which means that Iron Mountain and I can each terminate the employment relationship at any time and for any reason, with or without advance notice. I understand that no Iron Mountain representative other than a senior officer has the right to modify this “at-will” relationship and that any such modification must be in writing and signed by the senior officer. This section 10 is intended to be Iron Mountain’s complete and integrated agreement with respect to the “at-will” nature of my employment with Iron Mountain.
11. **Yes** I am able to provide verification of my legal right to work in the India:

**Applicant Signature Date:**

**Declaration and Authorization by Applicant**

Please attach recent passport size photograph

I understand that any employment by Iron Mountain.., Iron Mountain Inc. or any of its affiliated companies (collectively, Iron Mountain) is conditioned upon positive response from my reference, bonding eligibility, continued adherence to Iron Mountain’s policies and procedure, applicable rules and regulations and job performance satisfactory at all time to Iron Mountain.

I consent to take any pre or post-employment examination as may be required by Iron Mountain.. and its representatives, and release Iron Mountain. and/or its representatives from any liability that may arise from such examination.

I authorize an inquiry to be made on the information contained on this application and the resume submitted to the Iron Mountain.. Ltd upon a written request, the nature and the scope of this inquiry will be made available to me. Former employers named on this application are authorized to give information about me and I release them from all liability for issuing such information. I further authorize Iron Mountain.. Ltd to contact any of my former employers to verify the information I have provided and inquire as to my work history.

I hereby attest and warrant that all my answers on this application as well as on all forms completed in conjunction with my employment are true and accurate. I understand that my misrepresentation of facts, failure to disclose information required on this application or material change in my information provided which is not reported to Human resources shall be cause for dismissal regardless of when discovered by Iron Mountain..

#### Signed:

**Name in BLOCK (Capital) LETTER**

**Date**:

# Authorization letter

### To whom it may concern

I hereby authorize Iron Mountain.. and its representative to verify information provided in my resume, certificates, application of the employment and in any other documents submitted to Iron Mountain’s desk and to conduct enquiries as may be necessary at the company’s discretion. I authorize all people who may have information relevant to this enquiry to disclose it to Iron Mountain. or its representative. I release all persons for liability on account of such disclosure

#### Signed:

**Name in BLOCK (Capital) LETTER**

**Date**: