

Candidate Declaration Form

VFG/HR/ CDF

Ver. No. 3

W.E.F: 16/FEB/2016

Instructions: Please provide all the information requested in this form. Incomplete Candidate Declaration Forms (CDFs) will be returned. All supporting documents must accompany this form. Photocopies must be legible. We have included a checklist to assist you to complete your application comprehensively.

PERSONAL DETAILS

Full Name (First/Middle/Last): _____

Fathers Name/Husband's Name: _____

Date of birth (DD/MM/YY): _____ Contact Number: _____ Nationality: _____

Passport Number: _____ Date of issue: _____ Date of expiry: _____

PAN Number: _____ Blood Group: _____

Personal email id: _____ DL number: _____

Voter ID number: _____

Change of Name if Applicable

Former Name/Maiden Name : _____

Date of Name Change : _____

Current Address

Door No/Street: _____

City: _____

State: _____

Pin: _____

Landmark: _____

Period of stay: _____

Landline/Mobile No. _____

Is your residence own or a rented place? _____

If rented, please provide details of the Landlord

Name: _____

Address: _____

City: _____

State: _____

Pin: _____

Landline/Mobile No. _____

Permanent Address

Door No/Street: _____

City: _____

State: _____

Pin: _____

Landmark: _____

Period of stay: _____

Landline/Mobile No. _____

Is your residence own or a rented place? _____

If rented, please provide details of the Landlord

Name: _____

Address: _____

City: _____

State: _____

Pin: _____

Landline/Mobile No. _____

Proof of Address: (Photocopy of Passport / Last Paid Land Line/Mobile Phone Bill/ Bank Account Statement/ Rent Agreement Copy/Driving License/ National Identity Cards)

For Internal Use Only

VFG ID: _____ (To be entered by Verifacts personnel only)

Candidate Declaration Form

VFG/HR/ CDF

Ver. No. 3

W.E.F: 16/FEB/2016

EDUCATION DETAILS

Client Requirements

Highest Graduation *			
Name of the Course			
Student ID No/Enrolment No		Duration of Study	
Division/Class		Degree Obtained	
Subject Major		Course Type (Regular/Distance)	
Name of University			
Name of College/Study Centre			
Address of Institution			
	City:	State:	
	Pin:	☎:(Landline)	
	✉: (Email ID)		

Note: Please attach legible photocopies of the following documents relevant to the entries above
***Interns can mention the course they are currently pursuing**

- | | |
|---------------------------------------|--|
| 1) Mark sheets of all semesters/years | 2) Degree Certificates, FRONT and BACK |
| 3) Provisional Certificate | 4) School Leaving Certificate |

EMPLOYMENT

NOTE: There are two categories in each form. Please provide information under the relevant Employment Category.

Immediate Previous Employment				
PERMANENT EMPLOYMENT				
Name of Company				
Where were you employed?	<input type="checkbox"/> Registered Corporate Office	<input type="checkbox"/> Branch Office		
Company Address (Where you were employed)	Door No/Street			
	City		State	
	Pin		☎ (Landline)	
Period of employment		Employee Code		
Designation		Remuneration		
Department		Reported to		
Supervisor's Designation		✉ (Email Id)		
Reason for Leaving				
CONTRACTUAL EMPLOYMENT				
Company Name				
Company Address	Door No/Street			
	City		State	
Company Contact Person		✉ (Email Id)		

Candidate Declaration Form

VFG/HR/ CDF

Ver. No. 3

W.E.F: 16/FEB/2016

Designation		☎ (Landline)	
State you reason for leaving			
Can a reference be taken now?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
If No, when can it be taken?			

Note: Please attach legible Photo copies of the following documents relevant to the entries above
Appointment Letter, Salary slips and Release Letter / Service certificate

Authorization/ Declaration and Undertaking

If employed by **Think & Learn Pvt Ltd**, I agree to provide copies of all relevant certificates. I understand that employment with **Think & Learn Pvt Ltd** is governed by their employment policies as applicable, including satisfactory information from background checks.

I hereby certify that all information provided herein, is true and complete to the best of my knowledge and belief. I authorize **Think & Learn Pvt Ltd** and its representative to authenticate information I have provided in my resume and this Candidate Declaration Form (CDF). To conduct enquiries as may be necessary at the company's discretion, I authorize all who may have information relevant to this enquiry to disclose it to **Think & Learn Pvt Ltd** and/or its representative. I release all concerned from any liability on account of such disclosures.

I also declare that the information provided by me in my resume and application for employment at **Think & Learn Pvt Ltd** and its representative is authentic and I am liable for all inaccuracies and omissions.

I promise to extend total co-operation and provide relevant documents required.

Full Name of the Candidate: _____

Signature of the Candidate

Place: _____

Date: _____

--