



softcrylic

Background Verification Form

Personal Details		
Full Name:		Male /Female
Marital Status: Single/ Married		
Date of Birth:	Nationality:	Father's name:
Employee No:		Designation:
Place of joining:		Date of Joining:
Current Address: (Attach Proof)		
Period of stay at current address: From: To:		
Telephone (Home):		Mobile:
Email address:		
Permanent Address: (Attach Proof)		
Period of stay at Permanent Address: From: To:		
Telephone (Home):		Mobile:
Email address:		

New Jersey

600 Alexander Road,
Suite 2-6
Princeton, NJ 08540

Minneapolis

718 Washington Ave. N.,
Suite 208
Minneapolis, MN 55401

Atlanta

900 Circle 75 Pkwy.,
Suite 1225
Atlanta, GA 30339

New York

460 Park Avenue South,
12th Floor
New York, NY 10011

Chennai

3rd floor, Temple tower
Door no 672/476,
Nandanam, Chennai-
600025

Educational qualification: (Highest Full time Degree)			
(Important: Copy of Mark sheet and Degree certificate MUST be attached)			
College name			
College Address			
University Name and address			
From – To (Month / Year)	Graduated	Program	Student ID/ Enrolment No
	Yes / No	Full time /Part time/ Day / evening	
Type of degree	Graduation date	Major Subject	

New Jersey

600 Alexander Road,
Suite 2-6
Princeton, NJ 08540

Minneapolis

718 Washington Ave. N.,
Suite 208
Minneapolis, MN 55401

Atlanta

900 Circle 75 Pkwy.,
Suite 1225
Atlanta, GA 30339

New York

460 Park Avenue South,
12th Floor
New York, NY 10011

Chennai

3rd floor, Temple tower
Door no 672/476,
Nandanam, Chennai-
600025



softcrylic

Employment Details – (Accepted resignation letter copy of current employer and relieving letter for all the previous employers to be attached)

Last Employment---Employment 1			
Company Name:		Position Held & Dept	
Address of the Head office		Telephone no(s) of Head office	
Address of the office in which worked (if different from the head office)		Telephone no(s) of Branch office	
Employment date: (Date, Month, Year) From: To:		Employee code:	
Whether employment is temporary or permanent in Nature - Temp / Permanent			
Agency details (If temporary or Contractual)			
Responsibilities:			
Last drawn CTC PA:		Reason for leaving:	
Reported to			
Name of the reporting authority			
Position of the reporting authority			
Landline No			
Mobile no			

New Jersey

600 Alexander Road,
Suite 2-6
Princeton, NJ 08540

Minneapolis

718 Washington Ave. N.,
Suite 208
Minneapolis, MN 55401

Atlanta

900 Circle 75 Pkwy.,
Suite 1225
Atlanta, GA 30339

New York

460 Park Avenue South,
12th Floor
New York, NY 10011

Chennai

3rd floor, Temple tower
Door no 672/476,
Nandanam, Chennai-
600025



softcrylic

Email Id	
----------	--

Details of Employment Prior to Current / Employment 2

Company Name:		Position Held& Dept	
Address of the Head office		Telephone no(s) of Head office	
Address of the office in which worked (if different from the head office)		Telephone no(s) of Branch office	
Employment date: (Date, Month, Year) From: To:		Employee code:	
Whether employment is temporary or permanent in Nature - Temp / Permanent			
Agency details (If temporary or Contractual)			
Responsibilities:			
Last drawn CTC PA:		Reason for leaving:	
Reported to			
Name of the reporting authority			
Position of the reporting authority			
Landline No			
Mobile no			
Email Id			

New Jersey

600 Alexander Road,
Suite 2-6
Princeton, NJ 08540

Minneapolis

718 Washington Ave. N.,
Suite 208
Minneapolis, MN 55401

Atlanta

900 Circle 75 Pkwy.,
Suite 1225
Atlanta, GA 30339

New York

460 Park Avenue South,
12th Floor
New York, NY 10011

Chennai

3rd floor, Temple tower
Door no 672/476,
Nandanam, Chennai-
600025

Letter of Authorization:

To whomsoever it may concern

I hereby authorize **Softcrylic** and its authorized representatives to verify information provided in my resume and application of employment, and to conduct enquiries 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 **Softcrylic** or its representative. I release all persons from liability on account of such disclosure.

I hereby authorize concerned authorities to dispatch my confidential report to **Softcrylic** or its authorized representative.

Signed: -----

Name: -----

Date: -----

New Jersey

600 Alexander Road,
Suite 2-6
Princeton, NJ 08540

Minneapolis

718 Washington Ave. N.,
Suite 208
Minneapolis, MN 55401

Atlanta

900 Circle 75 Pkwy.,
Suite 1225
Atlanta, GA 30339

New York

460 Park Avenue South,
12th Floor
New York, NY 10011

Chennai

3rd floor, Temple tower
Door no 672/476,
Nandanam, Chennai-
600025