**Background Verification Form**

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| --- | --- | --- | --- | --- | --- |
| **Employee Code:** |  | | **Employee Location:** | | |
| **PERSONAL DETAILS** |  | | | | |
| **Name of Applicant** |  | | | | |
| **First -**  **Middle -**  **Surname -** |  | | | | |
| **Maiden Name :** |  | | | | |
| **Have you ever been known by another name?** | **Yes No**  **If Yes, please write the other name:** | | | | |
| **Place of Birth:** | **Date of Birth(dd mmm yyyy):** | | | | |
| **Sex :** | **Nationality :** | | | | |
| **Father’s Name –** | **Passport No :** | | | | **SSN No :**  **(Mandatory for US address)** |
| **Home Phone:** | **Office Phone:** | | | | **Mobile :** |
| RESIDENTIAL ADDRESS (Please mention all the addresses you have resided since clearing your higher secondary examination) Copy paste the address grid as per requirement and addresses resided. | | | | | |
| **Permanent Address** | | | | | |
| **City :** | |  | | **State :** | |
| **Pin Code :** | |  | | **Nearest Landmark :** | |
| **Name of the contact person at the address :** | |  | |  | |
| **Relationship of contact person :** | |  | |  | |
| **Landline No.:** | |  | | **Mobile No.:** | |
| **Nature Of Location:** | |  | | **Preferred time of the day for conducting the verification, if any:** | |
| **Residing Since (Mandatory):** | | | | **Residing Till ( Mandatory):** | |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Current Address** | | | | | | |
| **City :** Pune | |  | | **State :** | | |
| **Pin Code :** | |  | | **Nearest Landmark :** | | |
| **Name of the contact person at the address :** | |  | |  | | |
| **Relationship of contact person :** | |  | |  | | |
| **Landline No.** | |  | | **Mobile No.:** | | |
| **Nature Of Location:** | |  | | **Preferred time of the day for conducting the verification, if any:** | | |
| **Residing Since (Mandatory):** | | | | **Residing Till ( Mandatory):** | | |
| **EMPLOYMENT RECORD :**  If you are still employed in this organization, please fill in the date before which you would not like the verification to be initiated in the “To” column. If you are not sure or would like to intimate this date later, please write 'Still Employed' | | | | | | |
| **Employer 1 :**  **Full Name:** | | | | Employee ID | from (mm/yy) | To (mm/yy) |
| **Address :** | | | | | **Phone Number :** | |
| **City :** | **State :** | | **Country :** | | **Postal Code:** | |
| **Job Title :** | | | **Reason of Leaving :** | | | |
| **Designation :** | | | **Final Salary (Annual CTC) :** | | | |
| **Supervisor Name & Title :** | | | **HR Manager Name :** | | | |
| **Supervisor ‘s Phone Number :** | | | **HR Manager Phone Number :** | | | |

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| --- | --- | --- | --- | --- | --- |
| **EMPLOYMENT RECORD :** | |  | | |  |
| **Employer 2 :**  **Full Name:** | |  | Employee ID | from (mm/yy) | To (mm/yy) |
| **Address :** | |  | | **Phone Number :** |  |
| **City :** | **State :** | **Country :** | | **Postal Code:** |  |
| **Job Title :** | | **Reason of Leaving :** | | |  |
| **Designation :** | | **Final Salary (Annual CTC) :** | | |  |
| **Supervisor Name & Title :** | | **HR Manager Name :** | | |  |
| **Supervisor ‘s Phone Number :** | | **HR Manager Phone Number :** | | |  |
| **EMPLOYMENT RECORD :** | |  | | |  |
| **Employer 3 :**  **Full Name:** | |  | Employee ID | from (mm/yy) | To (mm/yy) |
| **Address :** | |  | | **Phone Number :** |  |
| **City :** | **State :** | **Country :** | | **Postal Code:** |  |
| **Job Title :** | | **Reason of Leaving :** | | |  |
| **Designation :** | | **Final Salary (Annual CTC) :** | | |  |
| **Supervisor Name & Title :** | | **HR Manager Name :** | | |  |
| **Supervisor ‘s Phone Number :** | | **HR Manager Phone Number :** | | | |

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| --- | --- | --- | --- | --- | --- | --- |
| **EDUCATION RECORD (Start with the latest/ highest qualification; please attach photocopies of the documents )**  **All fields are mandatory** | | | | | | |
| **Name & Address of**  **School/ College/**  **Institute** | **Name & Address of University**  **its affiliated** | | **Type of Degree/ Diploma obtained. State “F” for fulltime and “P” for part-time within brackets** | **Dates Attended**  **From To** | | **Roll Number/**  **Registration Number/ Exam Seat number** |
|  |  | |  |  |  |  |
|  |  | |  |  |  |  |
|  | | **REFERENCE DETAILS** | | | | |
| **(1) Full name of the reference**  **(Professional)** | |  | | | | |
| **Telephone # and email ID** | |  | | | | |
| **Organization** | |  | | | | |
| **Relationship with the candidate** | |  | | | | |
|  | | **REFERENCE DETAILS** | | | | |
| **(2) Full name of the reference**  **(Professional)** | |  | | | | |
| **Telephone # and email ID** | |  | | | | |
| **Organization** | |  | | | | |
| **Relationship with the candidate** | |  | | | | |

**Information Release Form**

**To Whom It May Concern:**

**I**

**(Last Name) (First Name) (Middle Name)**

I hereby authorize \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ or their representatives to verify information presented on my employment application/resume and to procure an investigative report or consumer report for that purpose.

I hereby grant authority for 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 whom I previously worked. This information should include the dates of employment; the nature of the position held, [details of my salary upon departure] and an appraisal of my performance, capabilities and character. In addition, please provide any other pertinent information requested by the individual presenting this authority.

I hereby release from liability all persons or entities requesting or supplying such information.

* of my qualification/degree (copy of my certificates attached)
* information in respect to my character from the records maintained by local authorities

**Signature : Date :(dd mon yyyy)**

**Date :** 19 Sep 2019 **The Station House Officer Sub :**

My name is \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ s/d of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and residing at:

for the last \_\_\_\_\_\_\_\_\_\_\_\_ years.

I understand that my residence falls under the jurisdiction of your police station

I have secured a job in ( name of the company along with address ) and as a term of my appointment, I am supposed to submit a letter / certificate from the relevant police station to state the fact that there has been no criminal case pending / investigated against my name .

As this is a critical pre requirement for my job, I hereby submit an application requesting to kindly issue me a certificate confirming that “There has been no criminal case pending / investigated against my name.

I hereby authorize the bearer of this letter to submit the application on my behalf and seek the desired certificate as above said. I shall ever remain obliged.

Regards,

**Yours Sincerely**

**(Name of the applicant)**

**Current Address :**

Confirmed that there has been no criminal case pending against Mr. s/ o and r/o as per the record available to date.

**(Sign and Seal)**

**For Criminal Background Verification**

As is the process followed by most of the police departments across India for criminal background verification, it is possible that the police authorities may contact you or visit your stated residence and at times even ask you to present yourself at the concerned police station. It is part of the standard verification procedure

Please do not give in to any attempts at coercion by the authorities and in the event of any occurrence, please inform your respective human resource officials immediately.

**Signature : Date :(dd mon yyyy)**