**Background Verification Form**

**(Please read carefully before filling up the form)**

**Please note the following while filling up the form**:

* All details asked have to be furnished
* **Dates need to be mentioned in dd/mm/yyyy** format wherever asked. Please note, Dates of employment need to be mentioned in full.
* Contact Nos. of employers and supervisors are mandatory
* Please mention details of companies Previous to Capgemini, details of **last five** **years employment** from today’s date is mandatory.
* **If you were on contract or deputed through another company; please specify the details of the parent company where the payroll was processed**

**Supporting Documents to be submitted:**

* **Relieving letter and Experience Letter** from the Current Company OR Offer Letter along with Resignation Acceptance and first & last 3 salary slips.
* **Relieving letter and Experience Letters** from the Previous Organization
* **Highest Degree Mark sheet and Degree Certificate** OR Provisional Certificate from the college/university declaring the Student ID and Duration of Course.
* **All semester mark sheets of your highest degree**
* **Manually singed IRF (Information Release form)**

###### Background Verification Form

Name           :\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date:\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

Date of Birth  :\_\_\_\_\_\_\_/\_\_\_\_\_\_\_/\_\_\_\_\_\_\_\_         Marital Status: Married /Single

Maiden / Former Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_   Gender: Female / Male

Email Id:                                                                ContactNo:

Address of Communication:

|  |  |  |
| --- | --- | --- |
| Details of Address (Please provide Mobile Numbers of your family members who can verify the address) | | |
|  | Complete Address- (Detailed) – Pease mention Nearest Police Station in each area of Residence | From:(mm/yy) To:(mm/yy) |
| Permanent Address  (Specify landmark) |  | Start Date:  End date: |
| Current Address  (Specify landmark) |  | Start Date:  End date: |
| Immediate Previous address. I |  | Start Date:  End date: |
| Immediate Previous address. II |  | Start Date:  End date: |

. **Employment Details**

Mention date of joining Capgemini-\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Sr.** | **Require Details** | **previous company 1** | **previous company 2** | **previous company 3** | **previous company 4** | **previous company 5** |
| 1 | Employer Name and full address |  |  |  |  |  |
| 2 | Office Landline Numbers |  |  |  |  |  |
| 3 | Dates Employed | From | From | From | From | From |
|  |  |  |  |  |
| Till | Till | Till | Till | Till |
| 4 | Job Title / Designation |  |  |  |  |  |
| 5 | Gross Salary |  |  |  |  |  |
| 6 | Supervisor Name & Contact Number |  |  |  |  |  |
| 7 | Reason for Leaving |  |  |  |  |  |
| 8 |  |  |  |  |  |  |
| Employee Code |  |  |
|  |  |  |
| 9 | Agency Details |  |  |  |  |  |
| (For Contractual / Temporary Employees) |  |  |

# Education Qualification

|  |  |  |
| --- | --- | --- |
| **Sr.** |  | **Institution 1 [Highest Degree Obtained]** |
| 1 | Exam Passed/ highest degree Obtained. |  |
| 2 | Institution/College Name and Address |  |
| 3 | Institution/College Landline Numbers |  |
| 4 | Year of Passing |  |
| 5 | Seat Number |  |
| 6 | Period : From / To |  |
| 7 | Stream/ Main Subjects |  |
| 8 | Percentage |  |

# Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**GAP**

Note: Should disclose the GAP after Completion of 10th Standard (if more than 6 months candidate stayed idle at the time of education or employment, mention the completed detail)

|  |  |  |  |
| --- | --- | --- | --- |
| PARTICULARS | IF GAP  APPLICABLE | GAP PERIOD | REMARKS/REASONS |
|  |  |  |  |
|  |  |  |  |

**Reference Check:**

|  |  |  |
| --- | --- | --- |
| Please provide contact information of **three Individuals who have been Supervisors / Academician to you and know your professional / educational background and may be able to comment on your professional career and achievement**. We undertake not to contact your present employer until your consent is gained.(Personal acquaintance cannot be mentioned as references) | | |
| Name & Position Held: | Name & Position Held: | Name & Position Held |
| Company Name /  Education Institution: | Company Name /  Education Institution: | Company Name /  Education Institution: |
| Email ID: | Email ID: | Email ID: |
| Mobile number: | Mobile number: | Mobile number: |
| How do you know this person? | How do you know this person? | How do you know this person? |

**IDENTITY CHECK**

**PAN CARD/ PASSPORT**

TYPE OF DOCUMENT-

MENTIONED NAME-

DATE OF BIRTH-

FATHERS NAME-

PLACE OF RESIDENCE-

DATE OF ISSUE-

PLACE OF ISSUE-

EXPIRY DATE-

# Have you worked in GE before: Yes / No If YES when - Duration (Month / Year)? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_