

Steps to follow by candidates to complete the Non-Solicit Self Declaration Form

Step-1:

Download the PDF copy attached in the e-mail shared by Cognizant recruiter and open it using Adobe Acrobat Reader.

Step-2:

Select the “Add Text” option and key-in all required details such as Date, Name & Employer details. Below are a few illustrations for reference.



To the best of my knowledge, I,
Jon Doe

[candidate name],

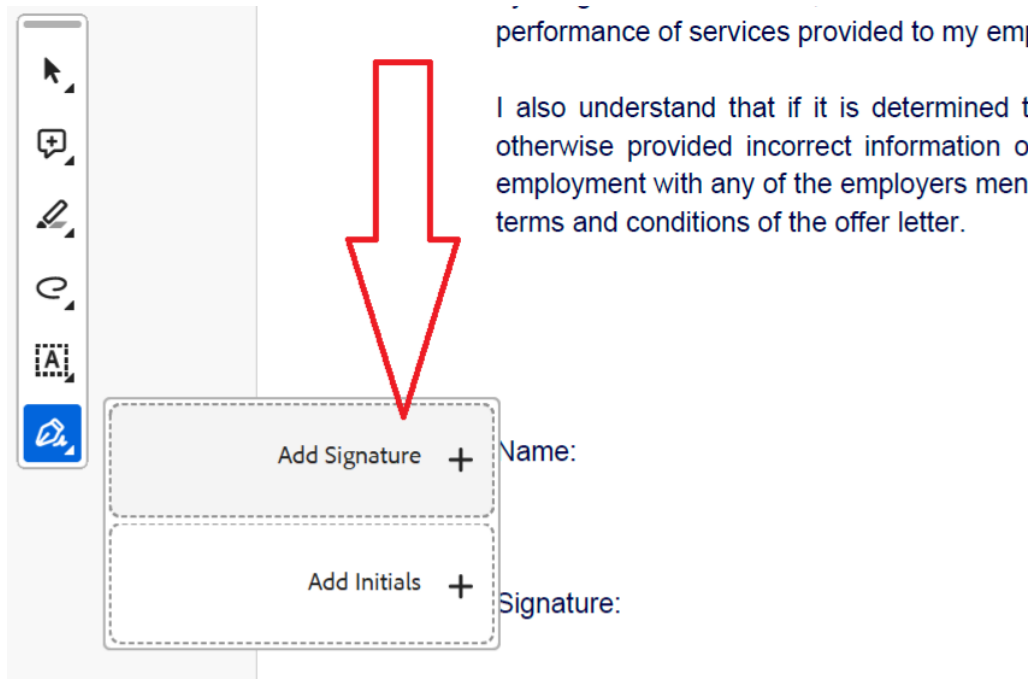
do hereby declare that, as an employee of **[Mention all your employers from past 24 months]**,

S.No	Employer Name	Start Date	End Date

Step:3

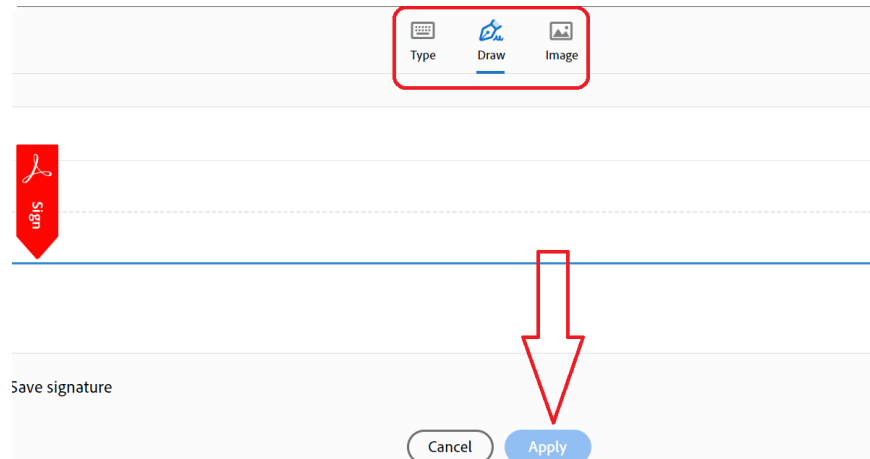
Select the “Sign” option to add your signature at the end of the document.

All tools Edit Convert Sign



Step-4:

Upload your signature, click on apply to place your signature in the designated placeholder.



The image shows a digital signature tool interface. At the top, there is a toolbar with three icons: 'Type' (text icon), 'Draw' (pen icon), and 'Image' (image icon). The 'Draw' icon is highlighted with a red box. Below the toolbar is a large horizontal line representing the signature area. To the left of this line is a red vertical button with a white signature icon and the word 'Sign'. Below the signature area is a 'Save signature' section. It contains two buttons: 'Cancel' and 'Apply'. A large red arrow points down to the 'Apply' button.



The image shows a document preview. On the left, there is a form with the following fields: 'Name:' followed by 'Jon Doe', and 'Signature:' followed by a handwritten signature 'Jon Doe'. Below the signature, there is contact information: '300 Frank W. Burr Blvd. Suite 36, 6th Floor', 'Teaneck, NJ 07666 USA', and '+1 201 801 0233 Cognizant.com'. On the right side of the document, there is a large blue 3D geometric logo.

Step -5:

Save the document as <<Your Full Name – Cognizant Non-Solicit Self Declaration>>, verify if all the details filled are accurate and e-mail a copy to the recruiter.