**Background Verification Form**

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| --- | --- | --- | --- | --- | --- | --- |
| Applicant No./Employee ID: | | Location: | | | Date of Joining / interview: | |
| **Personal Details** | | | | | | |
| Applicant Name  (First name, Middle name, Sur name) | |  | | | | |
| Former Name/Maiden Name (If applicable) | |  | | | | |
| Date of Birth: | | | | Father’s Name: | | |
| Gender Male  Female | | Nationality | | | Marital Status | |
| Email ID: | | | Mobile No: | | | |
| Current Address: | | | | | Period of stay form (mm/yy) to (mm/yy) | |
| Permanent Address: | | | | | Period of stay form (mm/yy) to (mm/yy) | |
| **Educational Details (Highest Qualification)** | | | | | | |
| Name of the College | |  | | | | |
| Address of the College | |  | | | | |
| Name of the University | |  | | | | |
| Name of the Course: | Major Subject: | | From – To: | | | Full Time    Part Time |
| Copy of certificate attached | | | | | | |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Employment History** | | | | | |
| Name of current Employer: | | | Address: | | |
| Employee ID: | Work Period  From:  To: | | Designation: | | Department: |
| Reporting Manager Name & Designation: | | | Email Id:  Contact No: | | |
| Position Permanent  Contract  Temporary | | Last Drawn Salary: | | Reason for Leaving: | |
| Documents Submitted for This Employment  Experience Certificate Relieving Letter Payslips Any Other | | | | | |
| **Previous Employer (1)** | | | | | |
| Name of the Employer: | | | Address: | | |
| Employee ID: | Work Period  From:  To: | | Designation: | | Department: |
| Reporting Manager Name & Designation: | | | Email Id:  Contact No: | | |
| Position Permanent  Contract  Temporary | | Last Drawn Salary: | | Reason for Leaving: | |
| Experience Certificate Relieving Letter Payslips Any Other | | | | | |
| **Previous Employer (2)** | | | | | |
| Name of the Employer: | | | Address: | | |
| Employee ID: | Work Period  From:  To: | | Designation: | | Department: |
| Reporting Manager Name & Designation: | | | Email Id:  Contact No: | | |
| Position Permanent  Contract  Temporary | | Last Drawn Salary: | | Reason for Leaving: | |
| Experience Certificate Relieving Letter Payslips Any Other | | | | | |

**Declaration**

I confirm that the above information is true to the best of my knowledge and understanding.

Applicant Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_.