

Background Verification Form

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 <input type="checkbox"/> Male <input type="checkbox"/> 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: <input type="checkbox"/> Full Time <input type="checkbox"/> Part Time
<input type="checkbox"/> 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 <input type="checkbox"/> Permanent <input type="checkbox"/> Contract <input type="checkbox"/> Temporary	Last Drawn Salary:	Reason for Leaving:	
Documents Submitted for This Employment <input type="checkbox"/> Experience Certificate <input type="checkbox"/> Relieving Letter <input type="checkbox"/> Payslips <input type="checkbox"/> 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 <input type="checkbox"/> Permanent <input type="checkbox"/> Contract <input type="checkbox"/> Temporary	Last Drawn Salary:	Reason for Leaving:	
<input type="checkbox"/> Experience Certificate <input type="checkbox"/> Relieving Letter <input type="checkbox"/> Payslips <input type="checkbox"/> 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 <input type="checkbox"/> Permanent <input type="checkbox"/> Contract <input type="checkbox"/> Temporary	Last Drawn Salary:	Reason for Leaving:	
<input type="checkbox"/> Experience Certificate <input type="checkbox"/> Relieving Letter <input type="checkbox"/> Payslips <input type="checkbox"/> Any Other			

Declaration

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

Applicant Name: _____

Signature: _____

Date: _____.