

## EMPLOYEE BACKGROUND VERIFICATION FORM

### COMPANY NAME: INDIVIDUAL

Please note that it is mandatory for you to complete the form in all respects. The information you provide must be complete and correct and the same shall be treated in strict confidence.

The details on this form will be used for all official requirements you should join the organization.

#### Position Applied for

#### Job Location

### Personal Information

Name of the Candidate(As per Government Identity proof)		Pancard Number	Aadhar Number
NISHA MEHTA			
Father's Name		Date of Birth(dd/mm/yy)	Husband's Name
Kamlesh Mehta		20-12-1992	
Gender	Mobile Number	Nationality	Marital Status
Female	8879063236	Indian	Married
Current Address		Period of Stay	Contact details
Full Address	7/8 Bhaveshwar Maya, Rajawadi, 7th cross road, Ghatkopar East	From	Residence Landline Number
Pin code	400077	February-2021	9869119171
State		To	Alternate Mobile Number
Prominent Landmark		Opposite Neelkanth Valley	December-2024
Nearest Police Station		Pantnagar	

**Education Qualification - Please attach the equivalent education supporting documents**

<b>College Name &amp; Location</b>	<b>University Name &amp; Address</b>	<b>Dates Attended</b>		<b>Qualification Gained</b>	
		<b>From(dd/mm/yy)</b>	<b>To(dd/mm/yy)</b>	<b>Course Name</b>	<b>ID/ Roll No</b>
Chetana Institute of Management & Research, Bandra East	Mumbai,	June-2015	June-2017		C149
				Full Time Part Time	
Please tick mark the documents submitted for this qualification along with this form Provisional Certificate      Degree Certificate      None					

<b>College Name &amp; Location</b>	<b>University Name &amp; Address</b>	<b>Dates Attended</b>		<b>Qualification Gained</b>	
		<b>From(dd/mm/yy)</b>	<b>To(dd/mm/yy)</b>	<b>Course Name</b>	<b>ID/ Roll No</b>
R.A Podar College, Matunga	Mumbai,	June-2010	June-2013		5661
				Full Time Part Time	
Please tick mark the documents submitted for this qualification along with this form Provisional Certificate      Degree Certificate      None					

**Previous Employment History - Please attach a copy of your relieving letter/service certificate**

Note: Please ensure that you are descriptive wherever necessary – e.g. If company has closed, do mention it. Employee Code/ ID/ Number is mandatory. If your previous employer did not provide one, please mention and state reasons for the same.

<b>Employment Type</b> : Experienced	<b>Overall years of experience</b> : 9+	<b>No. of employments</b> : 6	
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<b>LAST EMPLOYMENT</b>		Job Location	
Nisha Mehta		Mumbai	
Telephone No	Employee Code	Designation	Department
	1111107917	HRBP	100421888916
Employment Period		Reporting Manager's Name	
From	To	Vijay Raj	
21-09-2022	31-05-2023		
Duties & Responsibilities		Reasons for Leaving	
		Maternity	
HR Name		HR Contact No	HR Email ID
First Salary Drawn	Was this position Permanent Temporary Contractual	Agency Details(if temporary or contractual), provide details	
Last Salary Drawn			
18			
<b>Please tick mark the documents for this employment</b>			
Resignation Acceptance		Relieving Letter	Latest 3 months pay slip

EX-EMPLOYMENT-2		Job Location	
Godrej Industries Limited		Mumbai	
Telephone No	Employee Code	Designation	Department
	G101509	Senior Executive	100421888916
Employment Period		Reporting Manager's Name	Reporting Manager's Contact No
From	To	Urooj Rizvi	
02-03-2022	10-09-2022		Reporting Manager's Email ID
Duties & Responsibilities		Reasons for Leaving	
		Role/Profile	
HR Name		HR Contact No	HR Email ID
First Salary Drawn	Was this position Permanent Temporary Contractual	Agency Details(if temporary or contractual), provide details	
Last Salary Drawn			
12			
<b>Please tick mark the documents for this employment</b> <input type="checkbox"/> Resignation Acceptance <input type="checkbox"/> Relieving Letter <input type="checkbox"/> Latest 3 months pay slip			

Professional Reference Contact Details (Team Lead/Manager/Business Head/Director) (Mandatory if applicable)			
Name of the Person	Designation	Contact No	Email ID
1)			
2)			

Documents Required(Mandatory)
<u>Education</u>
• Photocopy of degree certificate and final mark sheet of all examinations
<u>Employment</u>
• Photocopy of relieving / experience letter for each employer mentioned in the form
<u>Identity</u>
• Pan Card / Passport Copy/ Driving License / Aadhaar Copy / Bank Passbook / Voter ID

**Declaration & Authorization**

I hereby authorize GoldQuest Global HR Services Pvt Ltd and its representative to verify information provided in my application for employment and this employee background verification form, and to conduct enquiries as may be necessary, at the company's discretion. I authorize all persons who may have information relevant to this enquiry to disclose it to GoldQuest Global HR Services Pvt Ltd or its representative. I release all persons from liability on account of such disclosure.

I confirm that the above information is correct to the best of my knowledge. I agree that in the event of my obtaining employment, my probationary appointment, confirmation as well as continued employment in the services of the company are subject to clearance of medical test and background verification check done by the company ..

NISHA MEHTA		13-12-2024
<b>Full name of the candidate</b>	<b>Signature</b>	<b>Date of form filled</b>