

EMPLOYEE BACKGROUND VERIFICATION FORM

COMPANY NAME :

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 should you join the organization.

Position applied for	Job Location

Personal Information

Full Name of the Applicant	Pancard Number	Aadhaar Number	
Akansha Verma	CZTPV4516L	342823354706	
Father's Full Name	Date of Birth (DD/MM?YYYY)	Lt Suraj Prakash	
Husband Name	05/12/2000		
Gender (MALE/FEMALE)	MOBILE NUMBER	Nationality	Marital Status
	7668766467	Indian	Unmarried
Personal Email ID		Official Email ID	
akansha05verma12@gmail.com			

Current Address	Period of stay	
Flat 1209, 3rd floor, gali no. 10, nawada housing complex, Uttam nagar, Delhi, 110059	From (Month/Year)	To (Month/Year)
	Residence Mobile Number	Alternate Mobile number
Pincode	110059	
State	Delhi	
Prominent Landmark		
Nearest Police Station		

Permanent Address	Period of stay	
Flat no. 1209. 3rd floor, gali no. 10 , nawada housing Complex, Uttam nagar	From (Month/Year)	To (Month/Year)
	Residence Mobile Number	Alternate Mobile number
Pincode	110059	
State	Delhi	
Prominent Landmark		

Nearest Police Station		
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Education Qualification - Please attach copy of Degree and Final year mark sheet

Name of the University	POST GRADUATION	Dates Attended		Qualification Gained	ID /Roll No
		From	To		
		dd/mm/yy	dd/mm/yy	Name of the Course	

Name of the College	Course Name / Specialization

Please tick mark the documents submitted for this qualification along with this form
 Marksheet Provisional Certificate Degree Certificate None

Name of the University	GRADUATION	Dates Attended		Qualification Gained	ID /Roll No
		From	To		
		dd/mm/yy	dd/mm/yy	Name of the Course	
Uttarakhand technical university	Ba LLB	2/04/2019	1/03/2024		190281402007

Name of the College	Course Name / Specialization
Siddhartha law college	

Please tick mark the documents submitted for this qualification along with this form
 Marksheet Provisional Certificate Degree Certificate None

Name of the College	University / Board Name & Location	Dates Attended		Qualification Gained	ID /Roll No
		From	To		
		dd/mm/yy	dd/mm/yy	Name of the Course	
12TH STANDARD					
Meerut Public Girls School	CBSE	1/4/2017	2/3/2018	Humanity	5418012

Please tick mark the documents submitted for this qualification along with this form
 Marksheet

Name of the College	School / Board Name & Location	Dates Attended		Qualification Gained	ID /Roll No
		From	To		
		dd/mm/yy	dd/mm/yy	Name of the Course	
10TH STANDARD					
Meerut Public Girls School	CBSE	1/4/2015	3/3/2016		5418012

Please tick mark the documents submitted for this qualification along with this form
 Marksheet

Employment History

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.

Name of the Employer -1 (Latest Employment)		Address of Employer	
Telephone No		Employee Code/No	UAN Number
Employment Period		Reporting Manager's Name	Reporting Manager's Contact No
From	To		Reporting Manager's Email ID
Duties & Responsibilities		Reasons for leaving	
HR-Human Resource Contact Person Name & Contact Number		HR - Human Resource Contact Person Email ID	
First Salary drawn	Was this Position <input type="checkbox"/> Permanent <input type="checkbox"/> Temporary <input type="checkbox"/> Contractual	Agency Details (if temporary or contractual), provide details	
Last Salary drawn			
Last Salary drawn			

Please tick mark the documents submitted for this employment
 Service Certificate Relieving letter Offer letter Any Other (please specify)
 None

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

Name of the Employer -2 (Ex-Employment)		Address of Employer	
Telephone No		Employee Code/No	UAN Number
Employment Period		Reporting Manager's Name	Reporting Manager's Contact No
From	To		Reporting Manager's Email ID
Duties & Responsibilities		Reasons for leaving	
HR-Human Resource Contact Person Name & Contact Number		HR - Human Resource Contact Person Email ID	
First Salary drawn	Was this Position <input type="checkbox"/> Permanent <input type="checkbox"/> Temporary <input type="checkbox"/> Contractual	Agency Details (if temporary or contractual), provide details	
Last Salary drawn			
Last Salary drawn			

Please tick mark the documents submitted for this employment
 Service Certificate Relieving letter Offer letter Any Other (please specify)
 None

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

Name of the Employer -3 (Previous Employment)		Address of Employer	
Telephone No	Employee Code/No	Designation	UAN Number
Employment Period		Reporting Manager's Name	Reporting Manager's Contact No
From	To		
			Reporting Manager's Email ID
Duties & Responsibilities		Reasons for leaving	
HR-Human Resource Contact Person Name & Contact Number		HR - Human Resource Contact Person Email ID	
First Salary drawn	Was this Position <input type="checkbox"/> Permanent <input type="checkbox"/> Temporary <input type="checkbox"/> Contractual	Agency Details (if temporary or contractual), provide details	
Last Salary drawn			
Please tick mark the documents submitted for this employment			
<input type="checkbox"/> Service Certificate <input type="checkbox"/> Relieving letter <input type="checkbox"/> Offer letter <input type="checkbox"/> Any Other <input type="checkbox"/> None (please specify)			

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

Name of the Employer -4 (Previous Employment)		Address of Employer	
Telephone No	Employee Code/No	Designation	UAN Number
Employment Period		Reporting Manager's Name	Reporting Manager's Contact No
From	To		
			Reporting Manager's Email ID
Duties & Responsibilities		Reasons for leaving	
HR-Human Resource Contact Person Name & Contact Number		HR - Human Resource Contact Person Email ID	
First Salary drawn	Was this Position <input type="checkbox"/> Permanent <input type="checkbox"/> Temporary <input type="checkbox"/> Contractual	Agency Details (if temporary or contractual), provide details	
Last Salary drawn			
Please tick mark the documents submitted for this employment			

- Service Certificate
 Relieving letter
 Offer letter
 Any Other
 None (please specify)

Professional Reference Contact Details (Team Lead/Manager/Business Head/Director) (Mandatory if applicable)

Name of the Person	Designation	Contact Number	Email ID
1			
2			

Documents Required (Mandatory)

Education:

- Photocopy of degree certificate and final mark sheet of all examinations

Employment

- Photocopy of relieving / experience letter for each employer mentioned in the form

Identity & Address Proof

- Pan Card / Passport Copy/ Driving License / Aadhaar Copy / Bank Passbook / Voter ID

Declaration and 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 .

Akansha verma	Akansha verma	14/05/2025
Full Name of the Candidate	Signature	Date of Form Filled