

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	Lt Suraj Prakash	Date of Birth (DD/MM?YYYY)	
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	
		From (Month/Year)	To (Month/Year)
Flat 1209, 3rd floor, gali no. 10, nawada housing complex, Uttam nagar, Delhi, 110059			
		Residence Mobile Number	Alternate Mobile number
Pincode	110059		
State	Delhi		
Prominent Landmark			
Nearest Police Station			

Permanent Address		Period of stay	
		From (Month/Year)	To (Month/Year)
Flat no. 1209. 3rd floor, gali no. 10 , nawada housing Complex, Uttam nagar			
		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

Marksheets Provisional Certificate Degree Certificate None

Name of the University	GRADUATION	Dates Attended		Qualification Gained	ID /Roll No
		From	To		
Uttarakhand technical university	Ba LLB	dd/mm/yy	dd/mm/yy	Name of the Course	
Name of the College		Course Name / Specialization			
Siddhartha law college					

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

Marksheets Provisional Certificate Degree Certificate None

Name of the College	University / Board Name & Location	Dates Attended		Qualification Gained	ID /Roll No
		From	To		
12TH STANDARD	dd/mm/yy	dd/mm/yy	Name of the Course		
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

Marksheets

Name of the College	School / Board Name & Location	Dates Attended		Qualification Gained	ID /Roll No
		From	To		
10TH STANDARD	dd/mm/yy	dd/mm/yy	Name of the Course		
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

Marksheets

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	Designation	UAN Number
Employment Period		Reporting Manager's Name	
From	To		
		Reporting Manager's Contact No	
		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	<input type="checkbox"/> Temporary <input type="checkbox"/> Contractual		
Please tick mark the documents submitted for this employment <div style="display: flex; justify-content: space-around;"> <input type="checkbox"/> Service Certificate <input type="checkbox"/> Relieving letter <input type="checkbox"/> Offer letter <input type="checkbox"/> Any Other (please specify) </div>			

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	Designation	UAN Number
Employment Period		Reporting Manager's Name	
From	To		
Reporting Manager's Contact No			
		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 <div style="display: flex; justify-content: space-around;"> <input type="checkbox"/> Service Certificate <input type="checkbox"/> Relieving letter <input type="checkbox"/> Offer letter <input type="checkbox"/> Any Other (please specify) </div>			

<input type="checkbox"/> Service Certificate	<input type="checkbox"/> Relieving letter	<input type="checkbox"/> Offer letter	<input type="checkbox"/> Any Other (please specify)
<input type="checkbox"/> None			

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