

# Background Verification Form

Company name: Four Seasons Hotel Mumbai (A Division of Provenance Hotels & Resorts) Purpose of Application: NORMAL BGV(EMPLOYMENT)

## Applicant's CV

[View Document](#)

## Govt ID #1



## Personal Information

Full Name	Satyajeet Tapan Jena
Former Name / Maiden Name	N/A
Mobile Number	9821117818
Father's Name	Tapan Jena
Spouse's Name	N/A
Date of Birth	30-11-2003
Age	22 years 5 months
Gender	male
Alternative Mobile Number	9324098523
Aadhar Card Number	533362896596
Aadhar Card Number	N/A
Pan Card Number	CMXPJ4160K
Nationality	India
Marital Status	Single

## Permanent Address

House no	37, 3rd Floor Saileela Building
Street	Kailashnagar Dombivli West
District	Dombivli
City	Dombivli
State	MH
Pincode	421202

## Current Address

House no	37, 3rd Floor Saileela Building
Street	Kailashnagar Dombivli West
District	Dombivli
City	Dombivli
State	MH
Pincode	421202

## LATEST EMPLOYMENT 1

I am a Fresher and do not have any prior employment experience	
Name of the Employer:	Satyajeet Jena
Job Location:	Mumbai
Employee ID:	10435079
Designation:	Front Office Attendant
UAN Number:	
From Date:	01-07-2024
To Date:	17-12-2026
Name of the Reporting Manager:	Aashrit Maheish
Manager's Contact No:	
Manager's Contact Email:	
Reasons for leaving:	For Carrer Growth
HR Name:	Zoe
HR Contact No:	
HR Email ID:	humanresources.mum@fourseasons.com
Last Salary Drawn:	19000
Position Type:	contract
Current Status:	currently_working
Agency Name (if third party):	
Agency Details:	
Resignation Acceptance	
Relieving Letter	
Latest 3 months pay slip	1
I am a Fresher and do not have any prior employment experience	
Name of the Employer:	Satyajeet Jena
Job Location:	Mumbai
Employee ID:	10435079
Designation:	Front Office Attendant
UAN Number:	
From Date:	01-07-2024
To Date:	17-12-2026
Name of the Reporting Manager:	Aashrit Maheish

## LATEST EMPLOYMENT 1

Manager's Contact No:	
Manager's Contact Email:	
Reasons for leaving:	For Carrer Growth
HR Name:	Zoe
HR Contact No:	
HR Email ID:	humanresources.mum@fourseasons.com
Last Salary Drawn:	19000
Position Type:	contract
Current Status:	currently_working
Agency Name (if third party):	
Agency Details:	
Resignation Acceptance	
Relieving Letter	
Latest 3 months pay slip	1

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## Payroll

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 <b>PROVENANCE LAND PRIVATE LIMITED</b> 1/136, DR. E. MOSES ROAD, NEAR JIJAMATA NAGAR WORLI, MUMBAI- 400018					
PAYSIP FOR THE MONTH OF NOVEMBER 2025					
<b>Emp Code</b>	10435079	<b>Emp Name</b>	Satyajeet Jena		
<b>Department</b>	0	<b>Cost Center</b>	1001		
<b>Location</b>	Mumbai	<b>Designation</b>	Guest Services Attendant		
<b>Date of Birth</b>	01-12-2003	<b>Bank A/c No</b>	112048426006		
<b>Date of Joining</b>	08-07-2024	<b>Gender</b>	M		
<b>UAN</b>		<b>PF No.</b>			
		<b>ESI No.</b>			
		<b>Pan No.</b>	CMXPJ4160K		
		<b>EPS No.</b>			
<b>Regime Type</b>	New Regime		<b>PAN Aadhaar Linking Status</b>	Not Updated	
<b>Earnings</b>	<b>Amount</b>	<b>YTD</b>	<b>Deductions</b>	<b>Amount</b>	<b>YTD</b>
Basic	11,412.00	89,322.00	Provident Fund	1,369.00	10,717.00
House Rent Allowance	7,608.00	59,548.00	E S I	143.00	1,118.00
TIPS	2,120.00	15,664.00	Professional Tax	200.00	1,600.00
Other Earnings	0.00	606.00	Labour Welfare Fund	0.00	25.00
Bonus	0.00	7,894.00	Other Deduction	0.00	7,894.00
<b>Total Earnings</b>	<b>21,140.00</b>	<b>1,73,034.00</b>	<b>Total Deductions</b>	<b>1,712.00</b>	<b>21,354.00</b>
<b>Net Pay : Rs. 19,428.00</b>					
<b>In Words Rupees Nineteen Thousand Four Hundred and Twenty Eight Only.</b>					

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Payroll

		<b>PROVENANCE LAND PRIVATE LIMITED</b> 1/136, DR. E. MOSES ROAD, NEAR JIJAMATA NAGAR WORLI, MUMBAI- 400018			
<b>PAYSLIP FOR THE MONTH OF OCTOBER 2025</b>					
<b>Emp Code</b>	10435079	<b>Emp Name</b>	Satyajeeet Jena		
<b>Department</b>	0	<b>Cost Center</b>	1001		
<b>Location</b>	Mumbai	<b>Designation</b>	Guest Services Attendant		
<b>Date of Birth</b>	01-12-2003	<b>Bank A/c No</b>	112048426006		
<b>Date of Joining</b>	08-07-2024	<b>Gender</b>	M		
<b>UAN</b>			<b>PF No.</b>		
			<b>ESI No.</b>		
			<b>Pan No.</b>	CMXPJ4160K	
			<b>EPS No.</b>		
<b>Regime Type</b>	New Regime		<b>PAN Aadhaar Linking Status</b>	Not Updated	
<b>Earnings</b>	<b>Amount</b>	<b>YTD</b>	<b>Deductions</b>	<b>Amount</b>	<b>YTD</b>
Basic	11,412.00	77,910.00	Provident Fund	1,369.00	9,348.00
House Rent Allowance	7,608.00	51,940.00	E S I	143.00	975.00
TIPS	1,973.00	13,544.00	Professional Tax	200.00	1,400.00
Other Earnings	0.00	606.00	Labour Welfare Fund	0.00	25.00
Bonus	7,894.00	7,894.00	Other Deduction	7,894.00	7,894.00
<b>Total Earnings</b>	<b>28,887.00</b>	<b>1,51,894.00</b>	<b>Total Deductions</b>	<b>9,606.00</b>	<b>19,642.00</b>
<b>Net Pay : Rs. 19,281.00</b>					
<b>In Words Rupees Nineteen Thousand Two Hundred and Eighty One Only.</b>					

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FOUR SEASONS HOTEL MUMBAI		PROVENANCE LAND PRIVATE LIMITED 1/136, DR. E. MOSES ROAD, NEAR JIJAMATA NAGAR WORLI, MUMBAI- 400018		PAYSIP FOR THE MONTH OF SEPTEMBER 2025	
Emp Code	10435079	Emp Name	Satyajeet Jena		
Department	0	Cost Center	1001	PF No.	
Location	Mumbai	Designation	Guest Services Attendant	ESI No.	
Date of Birth	01-12-2003	Bank A/c No	112048426006	Pan No.	CMXPJ4160K
Date of Joining	08-07-2024	Gender	M	EPS No.	
UAN					
Regime Type	New Regime	PAN Aadhaar Linking Status	Not Updated		
Earnings	Amount	YTD	Deductions	Amount	YTD
Basic	11,412.00	66,498.00	Provident Fund	1,369.00	7,979.00
House Rent Allowance	7,608.00	44,332.00	E S I	143.00	832.00
TIPS	2,167.00	11,571.00	Professional Tax	200.00	1,200.00
Other Earnings	0.00	606.00	Labour Welfare Fund	0.00	25.00
<b>Total Earnings</b>	<b>21,187.00</b>	<b>1,23,007.00</b>	<b>Total Deductions</b>	<b>1,712.00</b>	<b>10,036.00</b>
<b>Net Pay : Rs. 19,475.00</b>					
<b>In Words Rupees Nineteen Thousand Four Hundred and Seventy Five Only.</b>					

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## EX EMPLOYMENT 2

If you do not remember, please write 'NA'.	NIL
I haven't done my EX-EMPLOYMENT-2	1
Name of the Employer:	
Job Location:	
Employee ID:	
Designation:	
UAN Number:	
From Date:	
To Date:	
Name of the Reporting Manager:	
Manager's Contact No:	
Manager's Contact Email:	
Reasons for leaving:	
HR Name:	
HR Contact No:	
HR Email ID:	hr@companyname.com
Last Salary Drawn:	
Position Type:	
Agency Details:	
Resignation Acceptance	
Relieving Letter	
Latest 3 months pay slip	
If you do not remember, please write 'NA'.	NIL
I haven't done my EX-EMPLOYMENT-2	1
Name of the Employer:	
Job Location:	
Employee ID:	
Designation:	
UAN Number:	
From Date:	
To Date:	
Name of the Reporting Manager:	

## EX EMPLOYMENT 2

Manager's Contact No:	
Manager's Contact Email:	
Reasons for leaving:	
HR Name:	
HR Contact No:	
HR Email ID:	hr@companyname.com
Last Salary Drawn:	
Position Type:	
Agency Details:	
Resignation Acceptance	
Relieving Letter	
Latest 3 months pay slip	

## PREVIOUS EMPLOYMENT 3

If you do not remember, please write 'NA'.	NIL
I haven't done my PREVIOUS EMPLOYMENT 3	1
Name of the Employer:	
Job Location:	
Employee ID:	
Designation:	
UAN Number:	
From Date:	
To Date:	
Name of the Reporting Manager:	
Manager's Contact No:	
Manager's Contact Email:	
Reasons for leaving:	
HR Name:	
HR Contact No:	
HR Email ID:	hr@companyname.com
Last Salary Drawn:	
Position Type:	
Agency Details:	
Resignation Acceptance	
Relieving Letter	
Latest 3 months pay slip	
If you do not remember, please write 'NA'.	NIL
I haven't done my PREVIOUS EMPLOYMENT 3	1
Name of the Employer:	
Job Location:	
Employee ID:	
Designation:	
UAN Number:	
From Date:	
To Date:	
Name of the Reporting Manager:	

## PREVIOUS EMPLOYMENT 3

Manager's Contact No:	
Manager's Contact Email:	
Reasons for leaving:	
HR Name:	
HR Contact No:	
HR Email ID:	hr@companyname.com
Last Salary Drawn:	
Position Type:	
Agency Details:	
Resignation Acceptance	
Relieving Letter	
Latest 3 months pay slip	

## 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.

Satyajeet Jena		11-05-2026
<b>Full name of the candidate</b>	<b>Signature</b>	<b>Date of form filled</b>

## Documents (Mandatory)

Education	Employment	Government ID / Address Proof
Photocopy of degree certificate and final mark sheet of all examinations.	Photocopy of relieving / experience letter for each employer mentioned in the form.	Aadhaar Card / Bank Passbook / Passport Copy / Driving License / Voter ID.

NOTE: If you experience any issues or difficulties with submitting the form, please take screenshots of all pages, including attachments and error messages, and email them to [onboarding@goldquestglobal.in](mailto:onboarding@goldquestglobal.in). Additionally, you can reach out to us at [onboarding@goldquestglobal.in](mailto:onboarding@goldquestglobal.in).