

EMPLOYEE BACKGROUND VERIFICATION FORM**COMPANY NAME: Four Seasons Hotel Mumbai (A Division of Provenance Land Pvt Ltd)**

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 |
|---|------------------------------------|-------------------------|---------------------------|
| Malsawmdawngliani | | JFOPM5514R | 7069 3308 8869 |
| Father's Name | | Date of Birth(dd/mm/yy) | Husband's Name |
| C. Lalhmingliana | | 27-05-2006 | |
| Gender | Mobile Number | Nationality | Marital Status |
| Female | 9402590759 | Christian | Single |
| Current Address | | Period of Stay | Contact details |
| Full Address | DCh 148 A Dinthar, Aizawl, Mizoram | From | Residence Landline Number |
| Pin code | 796001 | May-2006 | 796001 |
| State | Mizoram | To | Alternate Mobile Number |
| Prominent Landmark | Hipheia Road | May-2026 | |
| Nearest Police Station | Vaivakawn Police Station | | |
| Permanant Address | | Period of Stay | Contact details |
| Full Address | DCh 148 A Dinthar, Aizawl, Mizoram | From | Residence Landline Number |
| Pin code | 796001 | May-2006 | 756001 |
| State | Mizoram | To | Alternate Mobile Number |
| Prominent Landmark | Hipheia Road | May-2026 | 6009200269 |
| Nearest Police Station | Vaivakawn Police Station | | |

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.

| | | | |
|---|--|-------------------------------|--|
| Employment Type : Experienced | Overall years of experience : 1year | No. of employments : 1 | |
|---|--|-------------------------------|--|

| LAST EMPLOYMENT | | Job Location | |
|-----------------|--|--------------|--|
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| CMalsawmdawngliani | | Mumbai | |
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|--------------|---------------|--------------|--------------|
| Telephone No | Employee Code | Designation | Department |
| | 758709 | Housekeeping | 102109019974 |

| | | | |
|-------------------|--|--------------------------|--------------------------------|
| Employment Period | | Reporting Manager's Name | Reporting Manager's Contact No |
|-------------------|--|--------------------------|--------------------------------|

| | | | |
|------|----|-------------------|--|
| From | To | Prajakta Kulkarni | |
|------|----|-------------------|--|

| | | | |
|------------|------------|--|------------------------------|
| 16-08-2024 | 15-08-2025 | | Reporting Manager's Email ID |
|------------|------------|--|------------------------------|

| | | | |
|---------------------------|--|---------------------|--|
| Duties & Responsibilities | | Reasons for Leaving | |
|---------------------------|--|---------------------|--|

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| | | Personal | |
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|---------|---------------|-------------|
| HR Name | HR Contact No | HR Email ID |
|---------|---------------|-------------|

| | | |
|---------|--------------|--|
| Trishia | 919833399107 | |
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|--------------------|--|--|--|
| First Salary Drawn | Was this position Permanent Temporary Contractual | Agency Details(if temporary or contractual), provide details | |
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| Last Salary Drawn | | | |
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| 11000 | | | |
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Please tick mark the documents for this employment
 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 . .

| | | |
|-----------------------------------|--|----------------------------|
| Malsawmdawngliani |  | 04-05-2026 |
| Full name of the candidate | Signature | Date of form filled |