

## EMPLOYEE BACKGROUND VERIFICATION FORM

**COMPANY NAME : HML**

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.

<b>Position applied for</b>		<b>Job Location</b>	
Head Marketing, Advance Surgery		Bangalore	
<b>Personal Information</b>			
<b>Full Name of the Applicant</b>		<b>Pancard Number</b>	<b>Aadhaar Number</b>
Sanat Kumar Gupta		AKCPG2895H	683400504134
<b>Father's Full Name</b>	Purshotam Dass Gupta	<b>Date of Birth (DD/MM/YYYY)</b>	
<b>Spouse Name</b>	Nitika Bansal	05-08-1982	
<b>Gender (MALE/FEMALE)</b>	<b>MOBILE NUMBER</b>	<b>Nationality</b>	<b>Marital Status</b>
Male	9731600889	Indian	Married
<b>Personal Email ID</b>		<b>Official Email ID</b>	
Sanat.imt@gmail.com		sapphiremedtechai@gmail.com	
<b>Permanent Address</b>		<b>Period of stay</b>	
94-F, Rishi Nagar Opposite Income Tax Complex Ludhiana		<b>From (Month/Year)</b>	<b>To (Month/Year)</b>
		1st June 2023	Till Date
		<b>Residence Mobile Number</b>	
<b>Pincode</b>	141001	9731600889	8123403030
<b>State</b>	Punjab		
<b>Prominent Landmark</b>	Income Tax Complex		
<b>Nearest Police Station</b>	Rishi Nagar		

### Education Qualification - Please attach copy of Degree and Final year mark sheet

<b>Name of the University</b>	<b>POST GRADUATION</b>	<b>Dates Attended</b>		<b>Qualification Gained</b>	<b>ID /Roll No</b>
		<b>From</b>	<b>To</b>		
		dd/mm/yy	dd/mm/yy		
IMT Ghaziabad, Burdwan University	Masters in International Business	2004	2006	MIB	
<b>Name of the College</b>		<b>Course Name / Specialization</b>			
IMT Ghaziabad		Masters in International Business			
Please tick mark the documents submitted for this qualification along with this form					
<input type="checkbox"/> Marksheets <input type="checkbox"/> Provisional Certificate <input type="checkbox"/> Degree Certificate <input type="checkbox"/> None					
<b>Name of the University</b>	<b>GRADUATION</b>	<b>Dates Attended</b>		<b>Qualification Gained</b>	<b>ID /Roll No</b>
		<b>From</b>	<b>To</b>		
		dd/mm/yy	dd/mm/yy		
Punjab University, Chandigarh	BSc.	2001	2004	B.Sc.	52365
<b>Name of the College</b>		<b>Course Name / Specialization</b>			

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	
K.V.M Ludhiana	CBSC	1999	2000		2228696

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	
Sacred Heart Boys, Ludhiana	CBSC	1997	1998		2135217

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

Marksheets

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### 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	
<b>Smartkart Retail/ SapphireMedtech</b>		<b>342, 342A, National Road Ghumar Mandi, Ludhiana</b>	
Telephone No	Employee Code/No	Designation	UAN Number
9731600889	N/A	Proprietor	
Employment Period		Reporting Manager's Name	Reporting Manager's Contact No
From	To		
Jun-23	Till Date	Self Employment	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		
<b>Please tick mark the documents submitted for this employment</b>			
<input type="checkbox"/> Service Certificate		<input type="checkbox"/> Relieving letter <input type="checkbox"/> Offer letter	
<input type="checkbox"/> None		<input type="checkbox"/> Any Other (please specify)	

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

Name of the Employer -2 (Ex-Employment)		Address of Employer	
<b>3M India</b>		<b>3M India, Bangalore</b>	
Telephone No	Employee Code/No	Designation	UAN Number
		Head Marketing	100330406366
Employment Period		Reporting Manager's Name	Reporting Manager's Contact No
From	To		
Oct-10	May-23	Rajiv Gupta/ Bee Hong Toh	Reporting Manager's Email ID
			<a href="mailto:grajiv1@mmm.com">grajiv1@mmm.com</a>
Duties & Responsibilities		Reasons for leaving	
Marketing		Started own business	
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  
(please specify)

### 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 .

<b>Sanat Kumar Gupta</b>		<b>17-09-2025</b>
<b>Full Name of the Candidate</b>	<b>Signature</b>	<b>Date of Form Filled</b>