



EMPLOYEE BACKGROUND VERIFICATION FORM

FIDELIS TECHNOLOGY SERVICES PRIVATE LIMITED

Please note that this form is editable so do not print the form to fill up the details.

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	Employee Code	Location

Personal Information

Full Name (First, Middle, Last)		Former Name / Maiden Name (if Applicable)	
Father's Name		Date of Birth (dd/mm/yy)	
Gender <input type="checkbox"/> Male <input type="checkbox"/> Female	Pan Number (if applicable)	Nationality	Marital Status
Current Address Pincode Prominent Landmark	Period of stay From (mm/yy) To (mm/yy)	Residence Number Mobile number	
Permanent Address Pincode Prominent Landmark	Period of stay From (mm/yy) To (mm/yy)	Residence Number Mobile number	

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

College Name & Address	University Name & Address	Dates Attended From	To	Name of Qualification Gained	ID /Roll No
		dd/mm/yy	dd/mm/yy	<input type="checkbox"/> Full Time <input type="checkbox"/> Part Time	
College Name & Address	University Name & Address	Dates Attended From	To	Name of Qualification Gained	ID /Roll No
		dd/mm/yy	dd/mm/yy	<input type="checkbox"/> Full Time <input type="checkbox"/> Part Time	

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

Marksheets Provisional Certificate Degree Certificate None

Employment History- Current Employment

Current Employment

Name of Current Company/ Employer		Address of Current Company/ Employer		
Telephone No	Employee Code/No	Designation	Department	
HR Name & Designation		HR Contact Number & Email ID		
Employment Period		Manager's Name	Manager's Contact No	Can a reference taken now?
From	To		Manager's Email ID	
Duties & Responsibilities		Reasons for leaving		
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 (please specify) <input type="checkbox"/> None				

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.

Name of Company/ Employer (1)		Address of Company/ Employer		
Telephone No	Employee Code/No	Designation	Department	
HR Name & Designation		HR Contact Number & Email ID		
Employment Period		Manager's Name	Manager's Contact No	
From	To		Manager's Email ID	
Duties & Responsibilities		Reasons for leaving		
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 (please specify) <input type="checkbox"/> None				

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

Name of Company/ Employer (2)		Address of Company/ Employer	
Telephone No	Employee Code/No	Designation	Department
HR Name & Designation		HR Contact Number & Email ID	
Employment Period		Manager's Name	Manager's Contact No
From	To		Manager's Email ID
Duties & Responsibilities		Reasons for leaving	
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 (please specify) <input type="checkbox"/> None			

References: Please provide the details of professional reference(Any two, who are not your relatives)**Reference (1)**

Name & Position held:

Email Address:

Contact Number:

How do you know this person?

Reference (2)

Name & Position held:

Email Address:

Contact Number:

How do you know this person?

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

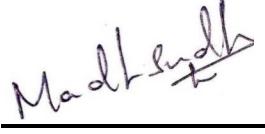
- Pan Card / Passport Copy/ Driving License

Declaration and Authorization

I hereby authorize Vibrant/Fact Suite/Auth Bridge Services 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 Vibrant/Fact Suite/Auth Bridge's discretion. I authorize all persons who may have information relevant to this enquiry to disclose it to Vibrant/Fact Suite/Auth Bridge services or its representative.

I release all persons from liability on account of such disclosure.

This authorization and release, in original, faxed, photocopied form or e-mail transmission, shall be valid for this and any future reference. I confirm that the above information is correct to the best of my knowledge.

Signature: 

Name: _____

Date: _____