

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.

Position applied for		Job Location	
Territory Manager		Pune	
Personal Information			
Full Name of the Applicant		Pancard Number	Aadhaar Number
Rajat Garg		BUKPG190BE	718762366714
Father's Full Name		Date of Birth (DD/MM/YYYY)	
Mrs. Sanjay Garg		14-July-1995	
Husband Name	N.A.	Nationality	Marital Status
Male	7017938845	Indian	Single
Personal Email ID		Official Email ID	
Rajatgarg664@gmail.com		Rajatgarg664@gmail.com	
Permanent Address		Period of stay	
Rajat Garg Ankit Vihar Colony Gali No. 2, Infront of Baba Balak Nath Temple, Jolly Road Kukra, Muzaffarnagar		From (Month/Year)	To (Month/Year)
		July 1995	Oct 2022
		Residence Mobile Number	Alternate Mobile number
Pincode	251001	7017938845	7017938845
State	Uttar Pradesh		
Prominent Landmark	Baba Balak Nath Temple		
Nearest Police Station	New Mandi		

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	
IMS Ghaziabad	MBA	21-Oct-2021	30-sept-2022	MBA	UPGPGPM1021-005610
Name of the College		Course Name / Specialization			
IMS Ghaziabad		MBA - Marketing			
Please tick mark the documents submitted for this qualification along with this form					
<input type="checkbox"/> Marksheet <input type="checkbox"/> Provisional Certificate <input checked="" type="checkbox"/> Degree Certificate <input type="checkbox"/> None					

Name of the University	GRADUATION	Dates Attended		Qualification Gained	ID /Roll No
		From dd/mm/yy	To dd/mm/yy		
C.C.S University	B. Com	08-Aug 2012	08-Aug 2015	B. Com	M12471577
Name of the College		Course Name / Specialization			
S.D. College		B. Com			

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

☒ Marksheet
 ☐ Provisional Certificate
 ☐ Degree Certificate
 ☐ None

Name of the College	University / Board Name & Location	Dates Attended		Qualification Gained	ID /Roll No
		From dd/mm/yy	To dd/mm/yy		
12TH STANDARD					
D.C. Grain Chamber	U.P. Board, Muzaffarnagar	01-07 2011	05-06 2012	12 th	0643143

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

☒ Marksheet

Name of the College	School / Board Name & Location	Dates Attended		Qualification Gained	ID /Roll No
		From dd/mm/yy	To dd/mm/yy		
10TH STANDARD					
D.C. Grain Chamber	U.P. Board, Muzaffarnagar	01-07 2009	17-06 2010	10 th	0644885

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

☒ Marksheet

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		
Romsons Groups of Industries		Ground Floor, B-248, Industrial Area Phase I, Block-B, Noida, New Delhi-110028		
Telephone No	Employee Code/No	Designation	UAN Number	
7017938845	D1296	Territory Manager	101319461345	
Employment Period		Reporting Manager's Name	Reporting Manager's Contact No	
From	To		976 238 9448	
03-June-2024	30-July-2025	Mr. Devanshi Tripathi	Reporting Manager's Email ID	
Duties & Responsibilities		Reasons for leaving		
Promoting P/S, meeting with Dns		Growth, New Skills		
HR-Human Resource Contact Person Name & Contact Number		HR - Human Resource Contact Person Email ID		
Sonia Butta - 8595917679		talentacquisition.delhi@romsons.com		
First Salary drawn	Was this Position	Agency Details (if temporary or contractual), provide details		
	<input checked="" type="checkbox"/> Permanent			
Last Salary drawn	<input type="checkbox"/> Temporary	N.A		
	<input type="checkbox"/> Contractual			
Last Salary drawn	<input type="checkbox"/> Temporary	N.A		
7.2 LPA	<input type="checkbox"/> Contractual			
Please tick mark the documents submitted for this employment				
<input type="checkbox"/> Service Certificate		<input type="checkbox"/> Relieving letter		<input checked="" 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		
Brooks Laboratories Ltd.		201, The Summit Business Bay, Mumbai		
Telephone No	Employee Code/No	Designation	UAN Number	
7017938845	005253	Ins. Sales Manager	101319461345	
Employment Period		Reporting Manager's Name	Reporting Manager's Contact No	
From	To		96574 70739	
14-11-2022	02-06-2024	Mr. Aslam Sayyed	Reporting Manager's Email ID	
Duties & Responsibilities		Reasons for leaving		
Promoting P/S, meeting with Dns		New Skills and Growth		
HR-Human Resource Contact Person Name & Contact Number		HR - Human Resource Contact Person Email ID		
First Salary drawn	Was this Position	Agency Details (if temporary or contractual), provide details		
	<input checked="" type="checkbox"/> Permanent			
Last Salary drawn	<input type="checkbox"/> Temporary	N.A		
	<input type="checkbox"/> Contractual			
Please tick mark the documents submitted for this employment				
<input type="checkbox"/> Service Certificate		<input type="checkbox"/> Relieving letter		<input checked="" type="checkbox"/> Offer letter
<input type="checkbox"/> None		<input type="checkbox"/> 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.

Rajat Garg	Rajat Garg	04 - July - 2025
Full Name of the Candidate	Signature	Date of Form Filled