

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		BUKPG6190BE	718762366714
Father's Full Name	Mrs Sanjay Garg	Date of Birth (DD/MM/YYYY)	
Husband Name	N. A.	14-July-1995	
Gender (MALE/FEMALE)	MOBILE NUMBER	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 Amit Vihar Colony Gali No. 2, In front of Baba Balak Nath Temple, Jolly Road Kukra, Muzaffarnagar		From (Month/Year)	To (Month/Year)
		July 1995	OCT 2022
Pincode		Residence Mobile Number	Alternate Mobile number
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	UPG1PG1PM1021-005610
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"/> Marksheets <input type="checkbox"/> Provisional Certificate <input type="checkbox"/> Degree Certificate <input type="checkbox"/> None					

Name of the University	GRADUATION	Dates Attended		Qualification Gained Name of the Course	ID /Roll No
		From	To		
		dd/mm/yy	dd/mm/yy		
C.C.S University	B. Com	08-Aug-2012	08-Aug-2015	B. Com	M124715 77
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					
<input type="checkbox"/> Marksheets <input type="checkbox"/> Provisional Certificate <input type="checkbox"/> Degree Certificate <input type="checkbox"/> None					
Name of the College	University / Board Name & Location	Dates Attended		Qualification Gained Name of the Course	ID /Roll No
		From	To		
		dd/mm/yy	dd/mm/yy		
12TH STANDARD	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					
<input type="checkbox"/> Marksheets					
Name of the College	School / Board Name & Location	Dates Attended		Qualification Gained Name of the Course	ID /Roll No
		From	To		
		dd/mm/yy	dd/mm/yy		
10TH STANDARD	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					
<input type="checkbox"/> Marksheets					

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-201301		UAN Number 11002B	
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	Mr. Devarishi Tripathi	9762389448
03-June-2024	30-July-2025		Reporting Manager's Email ID catchallen1991@gmail.com
Duties & Responsibilities		Reasons for leaving	
Promoting P/S, meeting with Dots.		Growth, New Skills -	
HR-Human Resource Contact Person Name & Contact Number		HR - Human Resource Contact Person Email ID talentacquisition.delhi@romsons.com	
Sonu Butta - 8595917679			
First Salary drawn	Was this Position <input checked="" type="checkbox"/> Permanent <input type="checkbox"/> Temporary <input type="checkbox"/> Contractual	Agency Details (if temporary or contractual), provide details	
Last Salary drawn	<input type="checkbox"/> Permanent <input type="checkbox"/> Temporary <input type="checkbox"/> Contractual	N.A	
Last Salary drawn	<input type="checkbox"/> Permanent <input type="checkbox"/> Temporary <input type="checkbox"/> Contractual	N.A	
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"/> 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	Mr. Aslam Sayyad	9657470739
14-11-2022	02-06-2024		Reporting Manager's Email ID aslam.sayyad2000@gmail.com
Duties & Responsibilities		Reasons for leaving	
Promoting P/S, meeting with Dots		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 <input checked="" type="checkbox"/> Permanent <input type="checkbox"/> Temporary <input type="checkbox"/> Contractual	Agency Details (if temporary or contractual), provide details	
Last Salary drawn	<input type="checkbox"/> Permanent <input type="checkbox"/> Temporary <input type="checkbox"/> Contractual	N.A	
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"/> 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.

<i>Rajat Garg</i>	<i>Rajat Garg</i>	<i>04 - July - 2023</i>
Full Name of the Candidate	Signature	Date of Form Filled