

SL.NO.	NAME OF THE SERVICE	CHECKLIST
1	LATEST EMPLOYMENT-1	<p>1. Pay slip, Reliving Letter, Resignation acceptance Email, Or</p> <p>2. Service Letter/ Experience Letter</p>
2	EX-EMPLOYMENT-2	<p>- Kindly provide Employment relieving letter/Experience Letter as per the checklist, If relieving letter is not available Kindly provide following Ex-Employment details as Full name as per Employment, Full Name of the Organisation, Job Location, Employee Code, Date of Joining, Date of Relieving, Designation, Last drawn CTC per month, reason for Leaving,</p>
3	POST GRADUATION	<p>- Consolidated Marksheets(Final semester) and PG Convocation Certificate/ Graduation Certificate / Provisional Certificate.</p>
4	GRADUATION	<p>- Consolidated Marksheets(Final semester) and Convocation Certificate/ Graduation Certificate / Provisional Certificate.</p>
5	12TH-STD	<p>- 12th Standard Marksheets.</p>
6	DIPLOMA / ITI	<p>- Diploma Certificate &amp; Marksheets.</p>
7	COURT VERIFICATION	<p>Need father name, date of Birth and Permanent address</p>

### 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	
<i>Assistant Manager</i>		<i>Peenya Bangalore</i>	
Personal Information			
Full Name of the Applicant		Pancard Number	Aadhaar Number
<i>Mariyamathu M. Srinivasan</i>		<i>CGNPM0187M</i>	<i>601916194985</i>
Father's Full Name	<i>St. Sridharpuram</i>	Date of Birth (DD/MM?YYYY)	
Husband Name	<i>-</i>	<i>02/05/1988</i>	
Gender (MALE/FEMALE)	MOBILE NUMBER	Nationality	Marital Status
	<i>9738369117</i>	<i>Indian</i>	<i>Married</i>
Personal Email ID <i>Mariyamathu.M.srinivasan@gmail.com</i>		Official Email ID	<i>-</i>
<i>Mariyamathu.M.srinivasan@gmail.com</i>			
Permanent Address		Period of stay	
<i>8th main street Kanchanjayee Nagar Pune - 581115</i>		From (Month/Year)	To (Month/Year)
		<i>2013</i>	<i>Still</i>
		Residence Mobile Number	Alternate Mobile number
Pincode	<i>581115</i>	<i>9738369117</i>	<i>-</i>
State	<i>Karnataka</i>		
Prominent Landmark	<i>Bendlore park</i>		
Nearest Police Station	<i>Punebennur</i>		

**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		
<i>Karunya University</i>	<i>-</i>	<i>2008</i>	<i>2011</i>	<i>B.Com C</i>	
Name of the College		Course Name / Specialization			
<i>R.R.T.E.S. College PuneBennur</i>		<i>B.Com. I Commerce</i>			
Please tick mark the documents submitted for this qualification along with this form					
<input checked="" type="checkbox"/> Marksheets		<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	To			
		dd/mm/yy	dd/mm/yy	Name of the Course		
Name of the College		Course Name / Specialization				

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		
		dd/mm/yy	dd/mm/yy	Name of the Course	
12TH STANDARD					
R.T.E.S. College Reenbennur.	Del. Pre-University Board.	2005	2006.	Commerce P.U.C	G50850

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		
		dd/mm/yy	dd/mm/yy	Name of the Course	
10TH STANDARD					
Dr. B. R. Ambedkar School. Reenbennur.	S.S.L.C - <del>Board</del> . - Board.	2003	2004	10th.	20040 - 336777

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

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	
Sodales International Private		Al. S. Poly BTM Layout- Block-560076.	
Telephone No	Employee Code/No	Designation	UAN Number
	SD01185	Assistant- Manager	100058974812
Employment Period		Reporting Manager's Name	Reporting Manager's Contact No
From	To		
July 2025	Jan - 2026	Mahid. Sean	Reporting Manager's Email ID
Duties & Responsibilities			Reasons for leaving
Export Import - Logistics.			Growth.
HR-Human Resource Contact Person Name & Contact Number		HR - Human Resource Contact Person Email ID	
Mr. Ashok		9686298626.	
First Salary drawn 73400	Was this Position <input checked="" type="checkbox"/> Permanent	Agency Details (if temporary or contractual), provide details	
Last Salary drawn 73400	<input type="checkbox"/> Temporary <input type="checkbox"/> Contractual		
Last Salary drawn 73400	<input type="checkbox"/> Temporary <input type="checkbox"/> Contractual	—	

#### Please tick mark the documents submitted for this employment

Service Certificate  Relieving letter  Offer letter  Any Other  
(please specify)  
 None

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

Name of the Employer -2 (Ex-Employment)		Address of Employer	
Genpact India Pvt Ltd.		Sury park Ecity Bangalore.	
Telephone No	Employee Code/No	Designation	UAN Number
	703358978.	Business Analyst	100058974812.
Employment Period		Reporting Manager's Name	Reporting Manager's Contact No
From	To		
May - 2023	June - 2025	Raghav. Rajee.	Reporting Manager's Email ID
Duties & Responsibilities			Reasons for leaving
Exam Documents Relieve Letter			Growth.
HR-Human Resource Contact Person Name & Contact Number		HR - Human Resource Contact Person Email ID	
		hr.hopluskarit@genpact.com	
First Salary drawn 49500.	Was this Position <input checked="" type="checkbox"/> Permanent	Agency Details (if temporary or contractual), provide details	
Last Salary drawn 53900.	<input type="checkbox"/> Temporary <input type="checkbox"/> Contractual	—	

#### Please tick mark the documents submitted for this employment

Service Certificate  Relieving letter  Offer letter  Any Other

<input type="checkbox"/> None	(please specify)	
<b>Documents Required (Mandatory)</b>		
<u>Education:</u>		
<ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Photocopy of degree certificate and final mark sheet of all examinations</li> </ul>		
<u>Employment</u>		
<ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Photocopy of relieving / experience letter for each employer mentioned in the form</li> </ul>		
<u>Identity &amp; Address Proof</u>		
<ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Pan Card / Passport Copy/ Driving License / Aadhaar Copy / Bank Passbook / Voter ID</li> </ul>		
<b>Declaration and Authorization</b>		
<p>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.</p> <p>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.</p>		
<i>Thelijunil. STN</i>	<i>Manjrekar. STN</i>	<i>12/01/2026</i>
Full Name of the Candidate	Signature	Date of Form Filled