

SL.NO.	NAME OF THE SERVICE	CHECKLIST
1	LATEST EMPLOYMENT-1	1. Pay slip, Reliving Letter, Resignation acceptance Email, Or 2. Service Letter/ Experience Letter
2	EX-EMPLOYMENT-2	- 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,
3	POST GRADUATION	- Consolidated Marksheet(Final semester) and PG Convocation Certificate/ Graduation Certificate / Provisional Certificate.
4	GRADUATION	- Consolidated Marksheet(Final semester) and Convocation Certificate/ Graduation Certificate / Provisional Certificate.
5	12TH-STD	- 12th Standard Marksheet.
6	DIPLOMA / ITI	- Diploma Certificate & Marksheet.
7	COURT VERIFICATION	Need father name, date of Birth and Permanent address

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	
Assistant Manager		Peenya Bangalore	
Personal Information			
Full Name of the Applicant		Pancard Number	Aadhaar Number
Manjunath. Madhukrishna		CGNPM0187M	601916194985
Father's Full Name	H. Sridharappa	Date of Birth (DD/MM/YYYY)	
Husband Name	-	02/05/1988	
Gender (MALE/FEMALE)	MOBILE NUMBER	Nationality	Marital Status
	9738369117	Indian	Married
Personal Email ID		Official Email ID	
Manjunath.m.smg@gmail.com		-	
Permanent Address		Period of stay	
8th main street Muthayya Nagar Peenya - 581115		From (Month/Year)	To (Month/Year)
		2013	Still
		Residence Mobile Number	Alternate Mobile number
Pincode	581115	9738369117	-
State	Karnataka		
Prominent Landmark	Bendroo Park		
Nearest Police Station	Peenya		

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	
Kannada University	-	2008	2011	Bcom	
Name of the College		Course Name / Specialization			
P.T.E.S. College Peenya		Bcom. / Commerce			
Please tick mark the documents submitted for this qualification along with this form					
<input checked="" 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	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

☐ Marksheet
 ☐ 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	
R.T.E.S. College Ranibennur.	Del. Pre-University Board.	2005	2006	Commerce P:UC	G50850

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	To		
		10TH STANDARD	dd/mm/yy	dd/mm/yy	
Dr. B. R. Ambekar School Ranibennur.	S.S LC - Board - Board.	2003	2004	10th.	20040 -336777

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	
Seedles International Pvt. Ltd.		M. S. Road BTM Layout- Bldg. - 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	Mahid. Sen	Reporting Manager's Email ID
July 2025	Jan - 2026		-
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	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			
Last Salary drawn			
73400			
73400			
73400.			
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)			
Employment History - Please attach a copy of your relieving letter/service certificate			
Name of the Employer -2 (Ex-Employment)		Address of Employer	
Genreet India Pvt. Ltd.		Surya Park Ecstasy 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	Raghu. Raju.	Reporting Manager's Email ID
May - 2023	June - 2025		-
Duties & Responsibilities		Reasons for leaving	
Exam / Document's Realit / Outlet		Growth.	
HR-Human Resource Contact Person Name & Contact Number		HR - Human Resource Contact Person Email ID	
		hr.helpdesk@ecitygenreet.com	
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			
53900.			
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			

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