

**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

Associate Area manager

Chennai

Personal Information

Full Name of the Applicant

Pancard Number

Aadhaar Number

A. IRFAN

ADFP10709A

344919031463

Father's Full Name

K. Ameer

Date of Birth (DD/MM/YYYY)

Husband Name

02/05/1993

Gender (MALE/FEMALE)

MOBILE NUMBER

Nationality

Marital Status

MALE

9043908659

Indian

married.

Personal Email ID

Official Email ID

irfanameer02@gmail.com

Permanent Address

Period of stay

No:33/66, Dr. Ambethkar Nagar, 4th Street, Koruklapatt Chennai - 600021.

From (Month/Year)

To (Month/Year)

1993-MAY

2026-Jan

Residence Mobile Number

Alternate Mobile number

Pincode

600021

State

Tamil Nadu

Prominent Landmark

Oswal Garden

Nearest Police Station

H6

9043908659

9791046254

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	
NVUP	BBA	2013	2016	BBA	BABA2013009
Name of the College		Course Name / Specialization			
NVUP		Online Correspondence Course			
Please tick mark the documents submitted for this qualification along with this form					
<input checked="" type="checkbox"/> Marksheet <input checked="" type="checkbox"/> Provisional Certificate <input checked="" type="checkbox"/> Degree Certificate <input type="checkbox"/> None					
		Dates Attended	Qualification		

Name of the University	GRADUATION	From	To	Gained	ID /Roll No
		dd/mm/yy	dd/mm/yy	Name of the Course	
GPT College	DME	2010	2013	DME	11413636

Name of the College	Course Name / Specialization
Government polytechnic college	DIPLOMA MECHANICALS

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	Name of the Course	
12TH STANDARD		dd/mm/yy	dd/mm/yy		
—	—	—	—	—	—

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	Name of the Course	
10TH STANDARD		dd/mm/yy	dd/mm/yy		
C.H.S CB board	STATE BOARD	2009	2010	SSLC	864196

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	
CAREON		Cochin .	
Telephone No	Employee Code/No	Designation	UAN Number
	2075	ASM	100589222538
Employment Period		Reporting Manager's Name	Reporting Manager's Contact No
From	To	P. MANIKANDAN	
2021	2026		Reporting Manager's Email ID

Duties & Responsibilities	Reasons for leaving
Team handling & Sales Development	Want to Explore myself
HR-Human Resource Contact Person Name & Contact Number	HR - Human Resource Contact Person Email ID
Mr. Rizwan - 9747759600	hr@careonhealthcare.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
Dec - 2021		
Last Salary drawn		
Jan - 2026		
Last Salary drawn	<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) *I was sent Accepting mail*

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

Name of the Employer -2 (Ex-Employment)		Address of Employer	
DYNA		Cochin	
Telephone No	Employee Code/No	Designation	UAN Number
	3773	PS	100589222538
Employment Period		Reporting Manager's Name	Reporting Manager's Contact No
From	To	Mr. Vineeth	9790720929
2015	2018		Reporting Manager's Email ID

Duties & Responsibilities	Reasons for leaving
Product promotion & Sales growth	Better Salary Hike
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
June - 2015		
Last Salary drawn		
August - 2018		

Please tick mark the documents submitted for this employment

Service Certificate   
  Relieving letter   
  Offer letter   
  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 .

<u>IRFAN - A</u>		<u>27   1   2026</u>
Full Name of the Candidate	Signature	Date of Form Filled