

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	
Sr.Manager HR		Sri City, Tada	
Personal Information			
Full Name of the Applicant		Pancard Number	Aadhaar Number
A Edwin John		AAOPE2808C	593459796017
Father's Full Name	S Arul Dhas		Date of Birth (DD/MM?YYYY)
Husband Name	03-10-1978		
Gender (MALE/FEMALE)	MOBILE NUMBER	Nationality	Marital Status
Male	9444123853	Indian	Married
Personal Email ID		Official Email ID	
hredwinjohn@gmail.com		edwinjohn.a@neolync.com	
Permanent Address		Period of stay	
2/256, Kamarajar Street M.A.Nagar Redhills Chennai -		From (Month/Year)	To (Month/Year)
		Oct-78	till date
		Residence Mobile Number	Alternate Mobile number
Pincode	600052	9500623853	
State	Tamil Nadu		
Prominent Landmark			
Nearest Police Station	Redhills		

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	Name of the Course	
		dd/mm/yy	dd/mm/yy		
Univerrsty of Madras, Chepauk Campus	MA	Jun-99	Apr-01	Public Management	33139914
Name of the College		Course Name / Specialization			
Madras University Campus		Public Management			
Please tick mark the documents submitted for this qualification along with this form <input type="checkbox"/> Marksheet <input type="checkbox"/> Provisional Certificate <input type="checkbox"/> Degree Certificate <input type="checkbox"/> None					
Name of the University	GRADUATION	Dates Attended		Qualification Gained	ID /Roll No
		From	To	Name of the Course	
		dd/mm/yy	dd/mm/yy		
Madras University	BA	Jun-96	Apr-99		9615114
Name of the College		Course Name / Specialization			
Madras Christain College		Philosophy			
Please tick mark the documents submitted for this qualification along with this form <input type="checkbox"/> Marksheet <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	ID /Roll No
		From	To	Name of the Course	
12TH STANDARD		dd/mm/yy	dd/mm/yy		
Mayor Ramakrishnan Mat HR Sec	State Board	Jun-95	Mar-96	Maths & Vocational	750594
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	Name of the Course	
Donbosco Hr Sec School	State Board	Jun-94	03-May		455930

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	
Neolync Electronics (Telecommunications) Pvt Ltd		Benjamin Road, Sri City, Tada, AP	
Telephone No	Employee Code/No	Designation	UAN Number
	NEL100027	Manager	100679533960
Employment Period		Reporting Manager's Name	Reporting Manager's Contact No
From	To	Harish Samavedam	Reporting Manager's Email ID
Jan.2025	Feb.2026		harish.samavedam@neolync.com
Duties & Responsibilities		Reasons for leaving	
Plant HR & Admin Lead		Relocation	
HR-Human Resource Contact Person Name & Contact Number		HR - Human Resource Contact Person Email ID	
Harish Samavedam		harish.samavedam@neolync.com	
First Salary drawn	Was this Position <input 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			
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) <input type="checkbox"/> None			
Employment History - Please attach a copy of your relieving letter/service certificate			
Name of the Employer -2 (Ex-Employment)		Address of Employer	
Telephone No	Employee Code/No	Designation	UAN Number
Employment Period		Reporting Manager's Name	Reporting Manager's Contact No
From	To		Reporting Manager's Email ID

Duties & Responsibilities		Reasons for leaving
HR-Human Resource Contact Person Name & Contact Number		HR - Human Resource Contact Person Email ID
First Salary drawn	Was this Position <input type="checkbox"/> Permanent <input type="checkbox"/> Temporary <input type="checkbox"/> Contractual	Agency Details (if temporary or contractual), provide details
Last Salary drawn		
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) <input type="checkbox"/> None		
Documents Required (Mandatory)		
<u>Education:</u> <ul style="list-style-type: none"> ● Photocopy of degree certificate and final mark sheet of all examinations <u>Employment</u> <ul style="list-style-type: none"> ● Photocopy of relieving / experience letter for each employer mentioned in the form <u>Identity & Address Proof</u> <ul style="list-style-type: none"> ● 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>		
A. Edwin John		25.02.2026
Full Name of the Candidate	Signature	Date of Form Filled