

## EMPLOYEE BACKGROUND VERIFICATION FORM

**COMPANY NAME :**

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.

<b>Position applied for</b>		<b>Job Location</b>	
<b>Personal Information</b>			
<b>Full Name of the Applicant</b>		<b>Pancard Number</b>	<b>Aadhaar Number</b>
VICKY KUMAR MANDAL		GSCPM0932D	214140973837
<b>Father's Full Name</b>	SAROJ KUMAR MANDAL	<b>Date of Birth (DD/MM?YYYY)</b>	
<b>Husband Name</b>		13-01-2002	
<b>Gender (MALE/FEMALE)</b>	<b>MOBILE NUMBER</b>	<b>Nationality</b>	<b>Marital Status</b>
MALE	7857987132	INDIAN	SINGLE
<b>Personal Email ID</b>		<b>Official Email ID</b>	
<a href="mailto:vickymandal432@gmail.com">vickymandal432@gmail.com</a>			
<b>X13</b>		<b>Period of stay</b>	
		<b>From (Month/Year)</b>	<b>To (Month/Year)</b>
		<b>Residence Mobile Number</b>	<b>Alternate Mobile number</b>
<b>Pincode</b>			
<b>State</b>			
<b>Prominent Landmark</b>			
<b>Nearest Police Station</b>			
<b>Permanent Address</b>		<b>Period of stay</b>	

Permanent Address		Period of stay	
DHANBAD JHARKHAND		From (Month/Year)	To (Month/Year)
		Residence Mobile Number	Alternate Mobile number
Pincode	8E+05		
State	JHARKHAND		
Prominent Landmark	GOBINDPUR		
Nearest Police Station	GOBINDPUR		

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	
Name of the College			Course Name / Specialization		
<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		
		dd/mm/yy	dd/mm/yy	Name of the Course	
DR. B.C. ROY ENGINEERING COLLEGE DURGAPUR		23-Nov-20	20-Jun-24		
Name of the College			Course Name / Specialization		
DR. B.C. ROY ENGINEERING COLLEGE, DURGAPUR			MECHANICAL ENGINEERING		

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	Name of the Course	
SARASWATI VIDYA MANDIR, BHULINAGAR DHANBAD JHARKHAND	CBSE	2018	2020		

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	
DOON PUBLIC SCHOOL	CBSE	2018	2020		

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

Marksheet

Employment History			
<p><b>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.</b></p>			
Name of the Employer -1 (Latest 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			
Last Salary drawn			
<b>Please tick mark the documents submitted for this employment</b> <input type="checkbox"/> Service Certificate <input type="checkbox"/> Relieving letter <input type="checkbox"/> Offer letter <input type="checkbox"/> Any Other (please specify)			
<b>Employment History - Please attach a copy of your relieving letter/service certificate</b>			
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	Agency Details (if temporary or contractual), provide details
Last Salary drawn	<input type="checkbox"/> Temporary <input type="checkbox"/> Contractual	
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"/> None		<input type="checkbox"/> Any Other (please specify)

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

Name of the Employer -3 (Previous 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

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

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

Name of the Employer -4 (Previous 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			
<b>Professional Reference Contact Details (Team Lead/Manager/Business Head/Director) (Mandatory if applicable)</b>			
Name of the Person	Designation	Contact Number	Email ID
1			
2			
<b>Documents Required (Mandatory)</b>			
<u>Education:</u> <ul style="list-style-type: none"> <li>● Photocopy of degree certificate and final mark sheet of all examinations</li> </ul>			
<u>Employment</u> <ul style="list-style-type: none"> <li>● 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>● 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>			

<b>VICKY KUMAR MANDAL</b>	<b>VICKY KUMAR MANDAL</b>	<b>06.03.2002</b>
<b>Full Name of the Candidate</b>	<b>Signature</b>	<b>Date of Form Filled</b>