

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	
Sales Manager-Key Accounts		Hyderabad	
Personal Information			
Full Name of the Applicant		Pancard Number	Aadhaar Number
Dhiraj Manikchand Tiwari		AGEPT1077A	407352604501
Father's Full Name	Manikchand Tiwari	Date of Birth (DD/MM?YYYY)	
Husband Name		17-05-1983	
Gender (MALE/FEMALE)	MOBILE NUMBER	Nationality	Marital Status
Male	9581970970	Indian	Married
Personal Email ID		Official Email ID	
dhiraj.m.tiwari@gmail.com			
Permanent Address		Period of stay	
Maa Vindhya vasini appt, Nr Ganesh Mandir, Chinchpada Road, Katemanivli, Kalyan east		From (Month/Year)	To (Month/Year)
		Apr-05	Till date
		Residence Mobile Number	Alternate Mobile number
Pincode	421306	9324257379	
State	Maharashtra		
Prominent Landmark	Ganesh mandir		
Nearest Police Station	Kolsewadi Police station		

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	
Welingkar University	Post Graduate Diploma in International Business	Jul-09	Dec-11	Post Graduate Diploma in International Business	DPGD/JL09/1676
Name of the College		Course Name / Specialization			
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					
		Dates Attended		Qualification Gained	

Name of the University	GRADUATION	Dates Attended		Qualification Gained	ID /Roll No
		From dd/mm/yy	To dd/mm/yy		
Mumbai University	BSc Physics	Jun-00	Jul-04	BSC Physics	8643

Name of the College	Course Name / Specialization
Chandibai Himmatmal Mansukhani College	Physics

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 dd/mm/yy	To dd/mm/yy		
12TH STANDARD					
Model English school and Junior college	Maharahstra State Board of secondary and Higher Education	01-06-1999	01-02-2000	HSC	L005051

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 dd/mm/yy	To dd/mm/yy		
10TH STANDARD					
Sir JJ Fort boys High School	Maharahstra State Board of secondary and Higher Education		01-03-1998	SSC	A000536

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		
Baxter India pvt ltd		2nd Floor, Tower C, Building no 8, DLF Cyber City, DLF Phase-2, Gurgaon-122002, Haryana, India T-91-124-4500200, F-91-124-42635055		
Telephone No	Employee Code/No	Designation	UAN Number	
91 124 4500200	720340	Sales manager		
Employment Period		Reporting Manager's Name	Reporting Manager's Contact No	
From	To	Mr Reghu KK	8826422311	
Jan-18	Mar-26		Reporting Manager's Email ID	
			reghu_kk@baxter.com	
Duties & Responsibilities		Reasons for leaving		
		Growth		
HR-Human Resource Contact Person Name & Contact Number		HR - Human Resource Contact Person Email ID		
Vipul Jain 91-124-4500200		vipul_jain@baxter.com		
First Salary drawn	Was this Position	Agency Details (if temporary or contractual), provide details		
Last Salary drawn	<input type="checkbox"/> Permanent			
	<input type="checkbox"/> Temporary			
	<input type="checkbox"/> Contractual			
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"/> 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		
Meril Life science		Bilakhia House, Survey no 135/139, Muktanand marg, Chala, Vapi, 396191		
Telephone No	Employee Code/No	Designation	UAN Number	
91 2603052100		Manager International sales		
Employment Period		Reporting Manager's Name	Reporting Manager's Contact No	
From	To	Aman Sharma	2239350700	
01-08-2016	17-01-2018		Reporting Manager's Email ID	
			aman.sharma@merillife.com	
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	Agency Details (if temporary or contractual), provide details		
Last Salary drawn	<input type="checkbox"/> Permanent			
	<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"/> Any Other (please specify) <input type="checkbox"/> None				
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 .

Dhiraj Tiwari		28-03-2026
Full Name of the Candidate	Signature	Date of Form Filled