

## 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	
Field Officer - Trade Regional Sales		Gurgaon	
Personal Information			
Full Name of the Applicant		Pancard Number	Aadhaar Number
Divanshi		11SPD99346	70871792073
Father's Full Name	Ashwani Kumar	Date of Birth (DD/MM/YYYY)	
Husband Name		11/06/2003	
Gender (MALE/FEMALE)	MOBILE NUMBER	Nationality	Marital Status
Female	9416376253	Indian	Single
Personal Email ID		Official Email ID	
chirmandiyamshi03@gmail.com			
Permanent Address		Period of stay	
House No. - 426, Chabi Wari, West Bhabia Nagar, Yamuna Nagar, Haryana 135001.		From (Month/Year)	To (Month/Year)
		06/2003	Present
		Residence Mobile Number	Alternate Mobile number
Pincode	135001	8813818249	
State	Haryana		
Prominent Landmark	GNM College		
Nearest Police Station	Mahika 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	
Chitkara University		04/08/2025	2027	Pursuing	252598-1582
Name of the College		Course Name / Specialization			
Chitkara College of sales & marketing		MBA in Pharmaceutical Management			

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

Marksheet     
  Provisional Certificate     
  Degree Certificate     
  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	
Pandit Brahmwar		01/11/2025	01/06/2025	B.Pharm ay	1962

Dayal Sharma  
University of Health Sci

Name of the College	Course Name / Specialization
Gurukul Girdhari Singh College of Pharmacy	Bachelors of Pharmacy

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	
Shree Gurukul Haridwar Girls Senior Sec. School	Haryana Board of School Education & Bhilwari, Haryana	2020	2021	12th (Science PMC)	30215-33978

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	
Shree Gurukul Haridwar Girls Senior Sec. School	Haryana Board of School Education & Bhilwari, HR.	2019	2019	10th Pass	20954-5833

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	
Eashter			
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			

Please tick mark the documents submitted for this employment

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

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

Name of the Employer -2 (Ex-Employment)		Address of Employer	
Eashter			
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 (please specify)
- 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 .

Divanshi	Divanshi	16-04-2026
Full Name of the Candidate	Signature	Date of Form Filled