

## 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	
Executive - Production		Sricity, Toda	
Personal Information			
Full Name of the Applicant		Pancard Number	Aadhaar Number
Satheesh M		GSKPS5742H	643631166740
Father's Full Name	Srinivasulu M	Date of Birth (DD/MM/YYYY)	
Husband Name	-	15-06-1997	
Gender (MALE/FEMALE)	MOBILE NUMBER	Nationality	Marital Status
Male	8940438829	Indian	Married
Personal Email ID		Official Email ID	
Satheesh.srinivasulu@gmail.com			
Permanent Address		Period of stay	
No:- 168, Bilakuppam (Vill), Gummidiipoorali (TK) Thiruvallur Dist, TN Pin 601201		From (Month/Year)	To (Month/Year)
		06/1997	Till now
		Residence Mobile Number	Alternate Mobile number
Pincode	601201	7639186712	6383321534
State	Tamil Nadu		
Prominent Landmark	APP, Govt School		
Nearest Police Station	Sipoot, P2, GPD		

**Education Qualification - Please attach copy of Degree and Final year mark sheet**

Name of the University	(UG) POST GRADUATION	Dates Attended		Qualification Gained	ID /Roll No
		From	To		
		dd/mm/yy	dd/mm/yy	Name of the Course	
V. Ramakrishna (INDIE) Polytechnic College	Diploma	01/06/2012	01/05/15	Mechanical Engineering	13202698
Name of the College		Course Name / Specialization			
V. Ramakrishna Polytechnic		Mechanical Engineering			

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	Name of the Course	
		dd/mm/yy	dd/mm/yy		
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					
Name of the College	University / Board Name & Location	Dates Attended		Qualification Gained	ID /Roll No
		From	To	Name of the Course	
		dd/mm/yy	dd/mm/yy		
12TH STANDARD					
Please tick mark the documents submitted for this qualification along with this form <input type="checkbox"/> Marksheet					
Name of the College	School / Board Name & Location	Dates Attended		Qualification Gained	ID /Roll No
		From	To	Name of the Course	
		dd/mm/yy	dd/mm/yy		
10TH STANDARD					
Govt. High School	State Board			Telugu Medium	2026088
Please tick mark the documents submitted for this qualification along with this form <input checked="" type="checkbox"/> 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	
Time Technoplast Hcl		Sipcot, Gummidipoondi	
Telephone No	Employee Code/No	Designation	UAN Number
	TP 16086	Engineer	100543912289
Employment Period		Reporting Manager's Name	Reporting Manager's Contact No
From	To	Narendren.R	8056183678
March 2024	Still now		Reporting Manager's Email ID
Duties & Responsibilities		Reasons for leaving	
Shift Incharge, production		Financial growth	
HR-Human Resource Contact Person Name & Contact Number		HR - Human Resource Contact Person Email ID	
Suresh.S, 9788858402			
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	
31,500/month			
Last Salary drawn			
31,000/month			
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 checked="" type="checkbox"/> Relieving letter <input checked="" 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)**

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 .

Satheesh . M		20/04/2026
Full Name of the Candidate	Signature	Date of Form Filled