

COMPANY LOGO

Background Verification Form

Please Print Clearly and Provide Complete and Accurate Information

Personal Details			
Full Name	First	Middle	Last
Former Name(s) / Maiden Name (if applicable)	First	Middle	Last
Father's Name	First	Middle	Last
Mailing Address:	Current: <input type="checkbox"/>		
Mailing Address:	Permanent: <input type="checkbox"/>		
Gender: Male <input type="radio"/> Female <input type="radio"/>		Date of Birth: (dd/mm/yy)	
Contact Number: Res: Mobile:		Passport Details: No: Date and Place of Issue:	
Marital Status: <input type="radio"/> Single <input type="radio"/> Married		Nationality:	
No of Dependants: Family Details: (Spouse, Children) Brothers, Sisters, Parents.			
Email ID (if any):			

Employment History (Please furnish information starting from the last employment)

Details of Current Employer (We undertake not to contact your present employer until your consent is signed)		
Company Name : <input type="checkbox"/>		
Address (main office and branch where worked):		
Telephone:	Employment Period: (date, month, year)	
Email ID :	From :	
SSN No. (if any)	To :	
Position Held & Department:	Name of Contact Person indicated below:	
Employee Code:	Designation: As tick marked below	
SSN NO. :(if any)	Department:	
	Phone Number:	
	E-mail:	
Line Manager <input type="checkbox"/>	Supervisor <input type="checkbox"/>	HR <input type="checkbox"/>
Whether employment is of permanent or temporary nature - <input type="radio"/> Permanent <input type="radio"/> Temporary		
Agency Details: (if temporary or contractual)		
Remunerations: (Per annum)	Reason(s) for Leaving:	
Any other information you would like to provide:		

Details of Previous Employer		
Company Name : <input type="checkbox"/>		
Address (main office and branch where worked):		
Telephone: Email ID : SSN No. (if any)	Employment Period: (date, month, year) From : To :	
Position Held & Department: Employee Code: SSN NO. :(if any)	Name of Contact Person indicated below: Designation: As tick marked below Department: Phone Number: E-mail:	
Line Manager <input type="checkbox"/>	Supervisor <input type="checkbox"/>	HR <input type="checkbox"/>
Whether employment is of permanent or temporary nature - <input type="radio"/> Permanent <input type="radio"/> Temporary		
Agency Details: (if temporary or contractual)		
Remunerations: (Per annum)	Reason(s) for Leaving:	
Any other information you would like to provide:		

Details of Previous Employer		
Company Name : <input type="checkbox"/>		
Address (main office and branch where worked):		
Telephone: Email ID : SSN No. (if any)	Employment Period: (date, month, year) From : To :	
Position Held & Department: Employee Code: SSN NO. :(if any)	Name of Contact Person indicated below: Designation: As tick marked below Department: Phone Number: E-mail:	
Line Manager <input type="checkbox"/>	Supervisor <input type="checkbox"/>	HR <input type="checkbox"/>
Whether employment is of permanent or temporary nature - <input type="radio"/> Permanent <input type="radio"/> Temporary		
Agency Details: (if temporary or contractual)		
Remunerations: (Per annum)	Reason(s) for Leaving:	
Any other information you would like to provide:		

Details of Previous Employer		
Company Name : <input type="checkbox"/>		
Address (main office and branch where worked):		
Telephone: Email ID : SSN No. (if any)	Employment Period: (date, month, year) From : To :	
Position Held & Department: Employee Code: SSN NO. :(if any)	Name of Contact Person indicated below: Designation: As tick marked below Department: Phone Number: E-mail:	
Line Manager <input type="checkbox"/>	Supervisor <input type="checkbox"/>	HR <input type="checkbox"/>
Whether employment is of permanent or temporary nature - <input type="radio"/> Permanent <input type="radio"/> Temporary		
Agency Details: (if temporary or contractual)		
Remunerations: (Per annum)	Reason(s) for Leaving:	
Any other information you would like to provide:		

Education History

Educational Details (Highest Degree)				
Exam Passed	Complete name and address of the institute from where qualification attained	Course start date	Course end date	% Achieved
PhD <input type="checkbox"/>				
Professional <input type="checkbox"/>				
Post Graduation <input type="checkbox"/>				
Graduation <input type="checkbox"/>				
High School <input type="checkbox"/>				
Last School attended <input type="checkbox"/>				

Note: Please tick ☐ symbol for various checks required to be done

Checklist

For Education Verification:

- Clear Photocopy of the degree certificate and final year mark sheet would be required.

For Bangalore University:

- A Clear Photo Copy of both the sides of the Degree Certificate (The reverse side of the certificate has some information which the University would require).
- Copies of the Marks Sheets/Grade Card for all the years of attendance.
- Name of the College through which the candidate has graduated.)

For Employment Verification:

- Clear Photocopy of relieving/experience certificate

For Criminal Verification:

Mandatory Requirement List for Criminal Verification

Common Mandatory Requirements for all locations

- 1 Name (First, Middle & Last)
- 2 2 Photograph's (Frontal view passport size 35mm x 35mm photo with plain background)
- 3 Telephone number (Current landline residential number or Mobile number)
- 4 Complete Current mailing address
- 5 Father's name (First, Middle & Last)
- 6 Authorization letter duly signed by the Candidate, authorizing a third party to conduct a criminal verification.
- 7 Duration of stay at the current address
- 8 Photo Identity proof (Any one from the below list)
 - a Passport Copy (First,Middle and last page)
 - b Pan Card

- c Voter's Identity card
- d Driving License (First and Middle page)

9 Address Proof (Any one from the below list)

- a Clear Ration Card copy (First, Middle and last page)
- b Passport Copy (First, Middle and last page)
- c MTNL / BSES bill clearly stating the address, wherein the verification needs to be conducted
- d Attested copy of Leave and License Agreement (All pages)
- e Letter from the Company clearly specifying the current address.
- f Hostel Accommodation - Attested copy confirming the current address on the Hostel letterhead.
- g Paying Guest Accommodation - Attested letter by the secretary or chairman of the society on a society letter head
- h Residing with a Friend - Attested copy of the friend's leave and license agreement + Attested copy issued by the Friend confirming the candidate's address details.

City / State wise Additional Documents Required

10 Mumbai City/Thane City/Pune City

- a Photograph's should be in hard copy only. No soft copies accepted
- b CID Form with all columns duly filled.
- c Education Proof - Clear copy of any educational document is mandatory.

11 Thane Rural/Navi Mumbai/Pune Rural

- a Thane Rural CID Form would be required
- b Photograph's should be in hard copy only. No soft copies accepted
- c Education Proof - Clear copy of any educational document is mandatory.

12 States/City where Mumbai CID Form is Mandatory

Orissa, Nagpur, Bhubneshwar, Madhya Pradesh, Uttar Pradesh, Kerala, Gujarat, Punjab, Bihar, Arunachal Pradesh, Darjeeling, Mizoram, Nagaland, Rajasthan

13 Overseas Check

- a SSN Number (Social Security Number) or SIN (Social Insurance Number)
- b Father's name (First, Middle & Last)
- c Complete current mailing address with Zip Code
- d Date of Birth (mmddyy)
- e Duration of stay at the current address

For Criminal Background Verification

As is the procedure followed by most police departments across India for criminal background verification, it is possible that police authorities may contact you or visit your stated residence and at times even ask you to present yourself at the concerned police station. It is part of the standard verification procedure

Please do not give in to any attempts at coercion by the authorities and in the event of an occurrence, please get in touch with us or Integrity Verification Services Pvt. Ltd. at +91 22 6630 8495 or email at admin@integrityvs.com