

# Employment Verification Form (EVF)

Date: \_\_\_\_\_ Position applied for: \_\_\_\_\_ Department: \_\_\_\_\_

Thank you for your interest in exploring opportunities with CampusEAI. This form is intended to record important information about you and will be helpful in understanding your candidature better. Additional use of information captured in this form is mentioned below.

Please **TYPE or PRINT** (in capitals) details clearly and provide accurate information. Do fill in all the fields in this form in **BLUE** ink only

**Please NOTE:** All documents submitted by you to the Company (including this form) with reference to your exploring opportunities with Company, are subject to verification by the Company or an agency appointed by the Company at any time during or prior to your employment with Company. You hereby specifically authorize the Company or any external agency appointed by the Company to verify your educational and employment antecedents, your conduct and conduct any other back ground checks prior to your joining the Company or thereafter. You are expected to extend your full cooperation during such verification. Your application for employment / employment with the company is subject to you clearing the background check as conducted by the Company or any third party agency on behalf of the Company.

I. Personal Details		
1) Full Name ( as given in your passport with initials expanded)  _____ First Middle Last Name / Surname		Please attach your photograph – passport size
2) Former Name(s) / Maiden Name (where applicable) _____		
3) Father's Full Name: _____ First Middle Last / Surname		
a) Marital status: <input type="checkbox"/> Single <input type="checkbox"/> Married b) Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female c) Date of birth (dd/mm/yy): ..... d) Place of birth: ..... e) Blood group: .....		f) Contact Information: g) Mobile: ..... h) Landline: ..... i) Emergency: ..... j) Email ID: .....
4) Have you applied to CampusEAI or any of its subsidiaries before? Yes / No If YES when (Month / Year)? _____ 5) Are you related or an acquaintance of any current or previous employee of CampusEAI? (Yes / No)? _____ 6) If yes, state the name of the CampusEAI employee and the nature of your relationship with the individual: _____ 7) Do you smoke? (Yes / No)? _____ 8) Your native tongue? _____ 9) Other languages that you are fluent in? _____ 10) Have you undergone or currently undergoing any legal proceedings against you? _____ 11) Have you been convicted of any crime? _____		

12) How did you come to know about this opportunity with CampusEAI?

- ☐ Employee Referral (Specify employee name & Department): \_\_\_\_\_
- ☐ Job Portal (Portal Name): \_\_\_\_\_
- ☐ Agency / Vendor (Vendor Name): \_\_\_\_\_
- ☐ Others (Please Specify): \_\_\_\_\_

## II) Job Information

- 1) Are you currently working? (Yes / No) .....
- 2) Current / Last drawn Compensation: .....
- 3) Expected Compensation: .....
- 4) Notice Period (in days): .....

## III) Details of Address (Please provide Mobile Numbers of your family members who can verify the address)

	Complete Address- (Detailed) – Please mention Nearest Police Station in each area of Residence	From:(mm/yy) To:(mm/yy)
1) Permanent Address (Specify landmark)		Start Date: End date:
2) Current Address (Specify landmark)		Start Date: End date:
3) Previous Address (Longest Stay in past 5 years) (Specify landmark)		Start Date: End date:
4) List all the cities where you resided for more than 2 years: _____		

## IV) Educational Qualification

### 1. Post Graduation

College Name:		
University Name:		
Program: Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Distant Education <input type="checkbox"/>	Period: (month / year) (Start & End Date) ----- to -----	

Type of degree: _____	Graduation date (month / year): _____
Subject: _____	Aggregate % / Score: _____ If graduation not completed- give reasons: _____

## 2. Graduation

College Name:	
University Name:	

Program: Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Distant Education <input type="checkbox"/>	Period: (month / year) (Start & End Date) ----- to -----
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Type of degree: _____	Graduation date (month / year): _____
Subject: _____	Aggregate % / Score: _____ If graduation not completed- give reasons: _____

## 3. Diploma

Institute Name:	
University Name:	

Program: Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Distant Education <input type="checkbox"/>	Period: (month / year) (Start & End Date) ----- to -----
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Type of degree: _____	Graduation date (month / year): _____
Subject: _____	Aggregate % / Score: _____ If graduation not completed- give reasons: _____

## 4. Other degrees (if any)

Institute Name:	
University Name:	

Program: Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Distant Education <input type="checkbox"/>	Period: (month / year) (Start & End Date) ----- to -----
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Type of degree: _____	Graduation date (month / year): _____
Subject: _____	Aggregate % / Score: _____
	If graduation not completed- give reasons: _____

5. Schooling details	Name of School	Graduation year	Percentage
10 <sup>th</sup>			
12 <sup>th</sup>			

#### V) Details specialized in company/ external Training programs attended

Name of training	Date of completion

#### VI) Details of skills possessed

List skills	Duration of Experience (in months)
Software skills:	
Hardware skills:	
Functional / Domain skills:	
Written / Spoken Languages:	

#### VII) Immigration Status - Please specify Valid Visa/ Work permits held (if any)

Visa Type/ Work permit	Country	Valid till

#### VIII) Employment History

##### 1. Details of Current Employer

<b>Are you a Permanent employee or a Contract employee: Please specify</b>	
Employing Company Name:	Position Held: Department :
Complete Address:	Telephone :
Employment Period: (month/ year) From: .....To ..... Employee Code: (If not applicable, why?).....	Annual Compensation (specify Variable components if any) _____ Compensation since: (mm/yy) _____
Reason(s) for Leaving:	

Role/Responsibilities:	
HR representative's name Contact details:	Can a reference be taken now? Yes / No. If no, State reasons

## 2. Previous Employment details

<b>Were you a Permanent employee or a Contract employee: Please specify</b>	
Employing Company Name:	Position Held: Department :
Complete Address	Telephone :
Employment Period: (month/ year) From: .....To ..... Employee Code: (If not applicable, why?).....	Annual Compensation (specify Variable components if any) _____ Compensation since: (mm/yy) _____
Reason(s) for Leaving:	
Role/Responsibilities:	
HR representative's name Contact details:	Can a reference be taken now? Yes / No. If no, State reasons

## 3. Previous Employment details

<b>Were you a Permanent employee or a Contract employee: Please specify</b>	
Employing Company Name	Position Held: Department :
Complete Address:	Telephone :
Employment Period: (month/ year) From: .....To ..... Employee Code: (If not applicable, why?).....	Annual Compensation (specify Variable components if any) _____ Compensation since: (mm/yy) _____
Reason(s) for Leaving:	
Role/Responsibilities:	
HR representative's name Contact details:	Can a reference be taken now? Yes / No. If no, State reasons

## 4. Previous Employment details

<b>Were you a Permanent employee or a Contract employee: Please specify</b>
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Employing Company Name	Position Held: Department :
Complete Address:	Telephone :
Employment Period: (month/ year) From: .....To .....	Annual Compensation (specify Variable components if any)  Compensation since: (mm/yy) _____
Employee Code: (If not applicable, why?).....	
Reason(s) for Leaving:	
Role/Responsibilities:	
HR representative's name Contact details:	Can a reference be taken now? Yes / No. If no, State reasons

**IX) GAP/s in Career History:** Please list and mention the reasons for gaps in your career starting from your Education Till Date.

Gap From / To (mm / yyyy)	Type of Gap (Specify Employment or Education)	Reason for Gap
It is a Mandate to share the Documentation Proofs of all the Gaps in Your Career History		

**X) Reference Check:**

<b>1. Reference 1 -- Name &amp; Position Held:</b>	
Company Name:	
Reporting Manager:	HR Manager:
Mobile number:	Mobile number:
Email ID:	Email ID:
LinkedIn Profile/ Link:	LinkedIn Profile/ Link:
<b>2. Reference 2 -- Name &amp; Position Held:</b>	
Company Name:	
Reporting Manager:	HR Manager:
Mobile number:	Mobile number:
Email ID:	Email ID:
LinkedIn Profile/ Link:	LinkedIn Profile/ Link:
<b>3. Reference 3 -- Name &amp; Position Held:</b>	
Company Name:	

Reporting Manager:	HR Manager:
Mobile number:	Mobile number:
Email ID:	Email ID:
LinkedIn Profile/ Link:	LinkedIn Profile/ Link:

**Any additional information:**

I certify that the information given in support of my Employment Application/Detail Form is true to the best of my knowledge. If the information given above is found to be false, I am liable to be terminated from service of the Company, without any notice or compensation and/or my offer of appointment may be withdrawn without any liability to CampusEAI.

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

<b>XI) Document check list to be submitted for Background Verification (BVL)</b>			
#	1) All documents listed below are MANDATORY	Yes	No
a	Updated Resume Copy		
b	Employment Application Form (EAF) – All pages completed		
c	Authorization Letter to be signed		
d	Four (4) passport size color photograph (Could be scanned and emailed)		

<b>2) Documents required for Identity verification (At least four (4) of the following documents)</b>		Yes	No
a	Passport (First two, last two & all stamped pages)		
b	Driver's License		
c	Aadhaar Card		
d	Election ID		
e	Rent Agreement		
f	Telephone Bill		
g	Credit Card Bill		
h	Electricity Bill		
i	Bank Statement		

**Along with the Above Listed Documents, It is a MUST to submit a copy of your PAN Card**

<b>3) Documents required for Education verification (All documents listed below)</b>		Yes	No
a	Master's degree or Provisional Master's Degree Certificate (where applicable)		
b	Master's degree marks sheets / transcripts for all years (where applicable)		
c	Bachelor's degree or Provisional Bachelor's Degree Certificate		
d	Bachelor's degree marks sheets / transcripts for all years		
e	12 <sup>th</sup> Standard mark sheet / transcript		
f	10 <sup>th</sup> Standard mark sheet / transcript		

<b>4) Documents required for Employment verification</b>		Yes	No
a	Relieving and Experience letter (all previous employers)		
b	Acceptance of Resignation letter or email (from current employer)		

c	Last 3-months pay slip		
d	Last 3-months bank statement		
e	<input type="checkbox"/> Offer Letter/ Appointment Letter from all the companies <input type="checkbox"/> Increment letter from all the companies <input type="checkbox"/> Experience/ Relieving Letter from all the companies		

### **IMPORTANT GUIDELINES**

1. Candidate must carry / bring '**Original Copy**' of the above documents on day of Joining.
2. All photocopies (where applicable) must be on A4 size paper
3. Above documents if sending scanned copies to be saved as PDF files and sent.
4. Scanned documents must be clear, not speckled and contents need to be 100% legible.

I hereby confirm having submitted the above listed documents.

Name : \_\_\_\_\_

Signature : \_\_\_\_\_

Date : \_\_\_\_\_



**Letter of Authorization**  
*(To be manually signed)*

**To whomsoever it may concern**

I \_\_\_\_\_ s/o/d/o/w/o \_\_\_\_\_ resident of \_\_\_\_\_ ,  
being the undersigned, understand that CampusEAI & its subsidiaries, (hereinafter "CampusEAI" the expression which unless repugnant to the context shall mean and include its affiliates, successors and permitted assigns) may use and/or assign outside agency(ies) to verify and validate the information I have provided including but not limited to my previous and current employment details, my personal background, criminal conviction records, professional standing, work history and both school and professional qualifications, personal references ( the "Information").

I understand that agency (ies), as may be assigned from time to time by CampusEAI may obtain as it may deem appropriate from various sources, the said Information without any further notice to me.

I hereby authorize, without reservation, any individual, corporation and/or other private or public entity to furnish CampusEAI, its client(s) and the outside background agency the said Information.

I unconditionally agree to defend, release, indemnify and hold harmless any individual, corporation, or private or public entity from any and all causes of action that might arise from furnishing said Information to CampusEAI and/or in turn to any client of CampusEAI and the outside agency(ies) and/or CampusEAI and/or any client of CampusEAI that they may request, pursuant to release of this Letter of Authorization.

I also understand that by issuing this Letter of Authorization, I am merely providing necessary support to CampusEAI and/or CampusEAI client(s) to verify the said Information and under no circumstance(s) would my giving this Letter of Authorization, entitle me to an offer or continuance of employment/assignment with CampusEAI and/or its clients.

This Letter of Authorization and release, in original, faxed or photocopied form, shall be valid for this and any future reports and updates that may be requested.

I confirm that the information provided above is accurate and understand that any discrepancies may result in my candidacy or, if hired, employment at CampusEAI to be terminated.

Signed: \_\_\_\_\_

Name in Block Capitals: \_\_\_\_\_

Date of Birth (dd/mm/yy): \_\_\_\_\_

Date: \_\_\_\_\_

**Note: The above Authorization Form to be manually signed by the applicant**