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**BACKGROUND VERIFICATION FORM**

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| **Attach recent passport sized photograph** |

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| **Personal Details** | | | | |
| Full Name: Miss. | | Male /Female | Marital Status: Single/ Married | |
| Date of Birth: | Nationality: | Father’s name: | | |
| Employee No: | | Designation: | | |
| Place of joining: | | DOJ: | | PAN No: |
| **Current Residential Address:** | | | | |
| Period of stay at current address: From: To: | | | | |
| Telephone (Home): | | Mobile: | | |
| Email address: | | | | |
| **Permanent address:**  Period of stay: From: To: | | | | |
| Telephone: Mobile: | | | | |
| Client Name: Location: Reference No. | | | | |

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**Educational qualification: (Highest Degree)**

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| --- | --- | --- | --- |
| **(Important: Copy of Mark sheet and Degree certificate MUST be attached)** | | | |
| College name |  | | |
| College Address |  | | |
| University Name and address |  | | |
| From – To  (Month / Year) | Graduated | Program | Student ID/ Enrolment No |
|  | Yes / No | Full time /Part time/ Day / evening |  |
| Type of degree | Graduation date | Major Subject | |
|  |  |  | |

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**Employment History – (Relieving letter copy to be attached till last but one employer)**

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| --- | --- | --- | --- |
| **Details of Current or last Employer** | | | |
| Company Name: |  | Position Held& Dept |  |
| Address( Main office & Branch where worked) | | Telephone |  |
| Employment date: ( Date, Month , Year)  From: To: | | Employee code: |  |
| Whether employment is temporary or permanent in Nature - Temp Permanent | | | |
| Agency details ( If temporary or Contractual) | | | |
| Responsibilities: | | | |
| Remuneration: | | Reason for leaving: | |
| Reported to: name, Position & Contact No | |  | |

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| --- | --- | --- | --- |
| **Details of Current or last Employer-2** | | | |
| Company Name: |  | Position Held& Dept |  |
| Address( Main office & Branch where worked) | | Telephone |  |
| Employment date: ( Date, Month , Year)  From: To: | | Employee code: |  |
| Whether employment is temporary or permanent in Nature - Temp Permanent | | | |
| Agency details ( If temporary or Contractual) | | | |
| Responsibilities: | | | |
| Remuneration: | | Reason for leaving: | |
| Reported to: name, Position & Contact No | |  | |

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| **Details of second last Employer-3** | | | |
| Company Name: |  | Position Held& Dept |  |
| Address( Main office & Branch where worked) | | Telephone |  |
| Employment date: ( Date, Month , Year)  From: To: | | Employee code: |  |
| Whether employment is temporary or permanent in Nature - Temp Permanent | | | |
| Agency details ( If temporary or Contractual) | | | |
| Responsibilities: | | | |
| Remuneration: | | Reason for leaving: | |
| Reported to: name, Position & Contact No | |  | |
| Can reference check be done: | | Yes / No | |
| Name and contact details of 2 referees | | 1.  2. | |

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**Letter of Authorisation:**

**To whomsoever it may concern**

I hereby authorize One Click Technologies Private Limited and its authorized representatives to verify information provided in my resume and application of employment, 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 One Click Technologies Private Limited or its representative. I release all persons from liability on account of such disclosure.

I hereby authorize concerned authorities to dispatch my confidential report to One Click Technologies Private Limited or its authorized representative.

**Signed: ---------------------------------------------------**

**Name: ------------------------------------------------------**

**Date: -----------------------------------------------------------**

**\*\*** As is the procedure followed by most police departments across India for criminal back ground verification, it is possible that police authorities may contact or visit the stated residence and at times even ask to be physically present at the concerned police station. It is part of the standard verification procedure**.**