

PRE EMPLOYMENT VERIFICATION APPLICATION FORM

CLIENT DETAILS - (VERIFICATION CARRIED OUT ON BEHALF OF)

Name of Organisation					
Operating / Correspondence Address					
City		STATE		PIN CODE	
CONTACT NO.S	LANDLINE I		LANDLINE II		
	FAX NO.		EMAIL ID		
Proposed Job Profile				Designation	
Name - Person Responsible			Designation		
Department			Mobile No.		
Emil ID			Alternate contact No.		

EMPLOYEE CURRICULAM VITAE

Employee Name					
Date of Birth		PAN No		Aadhar Number	
Father Name		Mother Name		Marital Status	
Educational Qualification (Intermediate onwards)	Stream		Year of passing	University	
Professional Specialization					

RESIDENCE INFORMATION

Current Address

Contact No

Landline
No.

Mobile No.

Permanent Address & Contact No

Contact Nos.

PREVIOUS WORK EXPERIENCE

Name & Address
Of Organisation

Reporting
Manager

Contact
Nos.

Tenure of Working

Designation

Place of
Posting

REFERENCES

Name of Reference

Relationshi
p

Organisation Working
With

Designati
on

Contact No.s & Email id

1

2

Documents to be Checked

<u>Documents</u>	<u>Type of Document Enclosed</u>
Applicant Photograph	
ID Proof	
Residential Proof	
Educational Certificate	
Experience certificate I	
Experience certificate II	
Experience certificate III	
Experience certificate IV	
Any Particular Information Required	

Terms & Conditions – Employment Background Verification

- ❖ *To get the Employee Background Verification done the client will have to provide complete address and contact details of their own, along with consent letter. They will also have to give the proposed employee complete details asked in application form attached with the application along with the clear copy of documents to be checked. All this must be enclosed with his (clients) consent letter.*
- ❖ *The report generated is strictly confidential and a mutual agreement between the investigator and investigatee (Client). This should not be disclosed or discussed with anybody else. Either will be treated as breach of contract.*
- ❖ *Report provided by us is completely based upon feedbacks received through our sources and information network, neighbors, workmates & common contacts.*
- ❖ *All the information collected by the company are only suggestive and not binding.*
- ❖ *At AB Associates we do not take any sort of liability or guarantee of the report or information furnished, if found false or incorrect, as maximum are based on the discreet findings.*
- ❖ *The Report provided by us does not takes any legal liability. AB Associates and its promoters, officers, and agents are not liable for any court cases and no party shall prosecute to the promoters, officers and agents of the company for furnished information.*
- ❖ *Before acting upon or taking decision on our report the client must verify these information through his own sources.*
- ❖ *Company will never disclose names of his channels, and information sources and about investigators. No such request should be made.*
- ❖ *Client will never and not discuss our suggestive report findings with the proposed candidate. If found so, it will be treated as breach of contract from clients end.*
- ❖ *This is very clear that we are verifying only the details provided by you (client), and the discreet findings provided by us are the additional advantages which are not bounded by us in any form.*
- ❖ *All legal matter are ``Subject to Jodhpur Jurisdiction*

I/we, am/are, accepted, read, understood, and agreed to be bound by the above terms and conditions (including ammendments therof), mentioned here in to.

Name of Client : _____

Signature : _____