

EMPLOYEE VERIFICATION REPORT

Employee Name					
Date of Birth		PAN No		Aadhar Number	
Father Name		Mother Name		Marital Status	
Educational Qualification					
Professional Specialization					

Brief Report about the Employee entity

<u>Current Address</u>				
Contact No	Landline No.		Mobile No.	

<u>Permanent Address & Contact No</u>			
		Contact Nos.	

Residence Status :

Owned by Parents	Self Owned	Co. Accom / Rented	Paying Guest	Lodge	Owned by Relative	Owned by Friend
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<u>Type of Residence :</u>						
Independent House	Flat	Hutment	Slum	Chawl	Small Unit with in House	Single Room Unit

<u>Locality of Residence :</u>					
Upper Middle Class	Middle Class	Lower Middle Class	Slum	Village Area	Commercial Area

<u>Asset Owned :</u>					
2 W Make:	Reg No :	4 W Make :	Reg No :		

Office Status

Employer Name					
Address					
Office Status	Proprietorship/Partnership/Company				
Type of Office	Commercial / Industrial / Residential / Others (Specify)				
Office Contact Nos.					
Loan Records / History					

Work Experience 1 (Current Employer)

Name of the Organisation				
Office Address of the organisation & Contact No.				
Period of Association				
Applicant Designation				
Reporting Manager		Designation		

Current status /Reason For leaving	
Feed back given by:	
Feed back Details:	

Work Experience 2

Name of the Organisation		
Office Address of the organisation & Contact No.		
Period of Association		
Applicant Designation		
Reporting Manager		Designation
Current status /Reason For leaving		
Feed back given by:		
Feed back Details:		

Work Experience 3 (OPTIONAL)

Name of the Organisation		
Office Address of the organisation & Contact No.		
Period of Association		
Applicant Designation		
Reporting Manager		Designation
Current status /Reason For leaving		
Feed back given by:		
Feed back Details:		

References Check Status

Reference Check 1

Name of Person :	
Name of Organisation & Contact No.	
Applicant Relation :	
Designation / Type of Business :	
Feed back given (Profile, Sourcing Quality, Fraud History, Police complaints, Reason Terminated Earlier) :	

Reference Check 2

Name of Person :	
Name of Organisation & Contact No.	
Applicant Relation :	
Designation / Type of Business :	
Feed back given (Profile, Sourcing Quality, Fraud History, Police complaints, Reason Terminated Earlier) :	

Neighbourhood Check (Residence) :

Name Neighbours :			
Flat No / Block No / Shope No			
Applicant's Stays Here :	Yes / No.	Stability (Yrs.)	
Years of Current Residence :	Since		
Ownership Status :	Owned	Rented	Parental
	Co-Provided	PG Accomodation	Others
Feed back Details:			

Mandatory Documents Check

<u>Documents Check</u>	<u>Feedback</u>		
Applicant Photographs			
ID Proof			
Residential Proof			
Educational Certificate I			
Educational Certificate II			
Experience certificate I	Company Name	Status	
Experience certificate II	Company Name	Status	

Details of Family Members:

<u>Name of Family Member</u>	<u>Relationship</u>	<u>Occupation</u>
De Dup Check(Internal Database): Match Found	Yes	No
Whether Police Verification done	Yes	No
Police verification negative outcome if any with remarks		

Not Mandatory

Remarks / Recommendation :

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