

# BACKGROUND VERIFICATION FORM

Infosys employee number:

Candidate ID: 1004441816

## Infosys Limited

### INSTRUCTIONS:

It is mandatory for you to complete the form in all respects  
Please provide complete and correct information

BACKGROUND VERIFICATION FORM			
Infosys Limited			
Infosys Employee Code	Location	Date Of Joining	
	PUNE	12-May-22	
Candidate ID	1004441816		
UAN no			
Personal Information			
Full Name (First, Middle, Last)		Former Name / Maiden Name (if Applicable)	
Riya Singh			
Father's Name	Nationality	Date Of Birth	Gender
Mr Ram Manohar Singh	Indian	28-Mar-98	Female

<b>Social Security Number (if applicable):</b>	
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<b>Education Qualification (Highest Education)- Please attach copy of Degree and Final year mark sheet</b>					
<b>College Name &amp; Address</b>	<b>University Name &amp; Address</b>	<b>Date attended</b>		<b>Qualification Gained</b>	<b>ID/Roll No</b>
		<b>From</b>	<b>To</b>		
Birla Institute of Management Technology	Birla Institute of Management Technology		Mar-22	Post Grad Dip. in Management	20IN643
Please tick mark the documents submitted for this qualification along with this form				<b>Full Time/Part Time</b>	
<input type="checkbox"/> Mark sheet <input type="checkbox"/> Provisional Certificate <input type="checkbox"/> Degree Certificate				<input type="checkbox"/> Full Time	
MODERN GIRLS COLLEGE OF PROFESSIONAL STUDIES	LUCKNOW UNIVERSITY		Jun-19	Bachelor Of Commerce (Honors)	17183002413
Please tick mark the documents submitted for this qualification along with this form				<b>Full Time/Part Time</b>	
<input type="checkbox"/> Mark sheet <input type="checkbox"/> Provisional Certificate <input type="checkbox"/> Degree Certificate				<input type="checkbox"/> Full Time	
<b>Graduation details</b>					
<b>College Name &amp; Address</b>	<b>University Name &amp; Address</b>	<b>Date attended</b>		<b>Qualification Gained</b>	<b>ID/Roll No</b>
		<b>From</b>	<b>To</b>		
MODERN GIRLS COLLEGE OF PROFESSIONAL STUDIES	LUCKNOW UNIVERSITY		Jun-19	Bachelor Of Commerce (Honors)	17183002413
Please tick mark the documents submitted for this qualification along with this form				<b>Full Time/Part Time</b>	
<input type="checkbox"/> Mark sheet <input type="checkbox"/> Provisional Certificate <input type="checkbox"/> Degree Certificate				<input type="checkbox"/> Full Time	
<b>Please account for any and all Education gaps of more than 3 months:</b>					
<b>From:</b>	<b>To:</b>	<b>Reason:</b>			
<b>Complete Address and Location:</b>					
<b>From:</b>	<b>To:</b>	<b>Reason:</b>			
<b>Complete Address and Location:</b>					

**Previous Employment History (Inclusion of last 7 years of Employment or last two Employers whichever is higher.) Please attach a copy of your relieving letter/service certificate**

*Note: Ensure that you are descriptive wherever necessary – e.g. If Co. is closed, do mention it. Employee Code/ ID/ Number is mandatory. If your previous employer did not provide one, please mention and state reasons for the same.*

Name of Employer(1):		Address of Employer(1):	
Telephone No:	Employee Code/No:	Designation:	
Employment Period:		Manager's Name(optional):	Manager's Contact No(optional):
From:	To:		Manager's Email ID(optional):
Agency Details (if temporary or contractual), provide details:		Reasons for leaving:	
Please tick mark the documents submitted for this employment:			
<input type="checkbox"/> Service Certificate <input type="checkbox"/> Relieving letter <input type="checkbox"/> Offer letter <input type="checkbox"/> None <input type="checkbox"/> Any Other			
Specify: _____			

**Previous Employment History (Inclusion of last 7 years of Employment or last two Employers whichever is higher.) Please attach a copy of your relieving letter/service certificate**

*Note: Ensure that you are descriptive wherever necessary – e.g. If Co. is closed, do mention it. Employee Code/ ID/ Number is mandatory. If your previous employer did not provide one, please mention and state reasons for the same.*

Name of Employer(2):		Address of Employer(2):	
Telephone No:	Employee Code/No:	Designation:	
Employment Period:		Manager's Name:	Manager's Contact No:
From:	To:		Manager's Email ID:
Agency Details (if temporary or contractual), provide details:		Reasons for leaving:	
Please tick mark the documents submitted for this employment:			
<input type="checkbox"/> Service Certificate <input type="checkbox"/> Relieving letter <input type="checkbox"/> Offer letter <input type="checkbox"/> None <input type="checkbox"/> Any Other			
Specify: _____			

**Previous Employment History (Inclusion of last 7 years of Employment or last two Employers whichever is higher.) Please attach a copy of your relieving letter/service certificate**

*Note: Ensure that you are descriptive wherever necessary – e.g. If Co. is closed, do mention it. Employee Code/ ID/ Number is mandatory. If your previous employer did not provide one, please mention and state reasons for the same.*

Name of Employer(3):		Address of Employer(3):	
Telephone No:	Employee Code/No:	Designation:	
Employment Period:		Manager's Name:	Manager's Contact No:
From:	To:		Manager's Email ID:
Agency Details (if temporary or contractual), provide details:		Reasons for leaving:	
Please tick mark the documents submitted for this employment:			
<input type="checkbox"/> Service Certificate <input type="checkbox"/> Relieving letter <input type="checkbox"/> Offer letter <input type="checkbox"/> None <input type="checkbox"/> Any Other			
Specify: _____			

**Previous Employment History (Inclusion of last 7 years of Employment or last two Employers whichever is higher.) Please attach a copy of your relieving letter/service certificate**

*Note: Ensure that you are descriptive wherever necessary – e.g. If Co. is closed, do mention it. Employee Code/ ID/ Number is mandatory. If your previous employer did not provide one, please mention and state reasons for the same.*

Name of Employer(4):		Address of Employer(4):	
Telephone No:	Employee Code/No:	Designation:	
Employment Period:		Manager's Name:	Manager's Contact No:
From:	To:		Manager's Email ID:
Agency Details (if temporary or contractual), provide details:		Reasons for leaving:	
Please tick mark the documents submitted for this employment:			
<input type="checkbox"/> Service Certificate <input type="checkbox"/> Relieving letter <input type="checkbox"/> Offer letter <input type="checkbox"/> None <input type="checkbox"/> Any Other			
Specify: _____			

**Previous Employment History (Inclusion of last 7 years of Employment or last two Employers whichever is higher.) Please attach a copy of your relieving letter/service certificate**

*Note: Ensure that you are descriptive wherever necessary – e.g. If Co. is closed, do mention it. Employee Code/ ID/ Number is mandatory. If your previous employer did not provide one, please mention and state reasons for the same.*

Name of Employer(5):		Address of Employer(5):	
Telephone No:	Employee Code/No:	Designation:	
Employment Period:		Manager's Name:	Manager's Contact No:
From:	To:		Manager's Email ID:
Agency Details (if temporary or contractual), provide details:		Reasons for leaving:	
Please tick mark the documents submitted for this employment: Service Certificate      Relieving letter      Offer letter      None      Any Other Specify: _____			

**Previous Employment History (Inclusion of last 7 years of Employment or last two Employers whichever is higher.) Please attach a copy of your relieving letter/service certificate**

*Note: Ensure that you are descriptive wherever necessary – e.g. If Co. is closed, do mention it. Employee Code/ ID/ Number is mandatory. If your previous employer did not provide one, please mention and state reasons for the same.*

Name of Employer (6):		Address of Employer (6):	
Telephone No:	Employee Code/No:	Designation:	
Employment Period:		Manager's Name:	Manager's Contact No:
From:	To:		Manager's Email ID:
Agency Details (if temporary or contractual), provide details:		Reasons for leaving:	
Please tick mark the documents submitted for this employment: Service Certificate      Relieving letter      Offer letter      None      Any Other Specify : _____			

**Previous Employment History (Inclusion of last 7 years of Employment or last two Employers whichever is higher.) Please attach a copy of your relieving letter/service certificate**

*Note: Ensure that you are descriptive wherever necessary – e.g. If Co. is closed, do mention it. Employee Code/ ID/ Number is mandatory. If your previous employer did not provide one, please mention and state reasons for the same.*

Name of Employer (7):		Address of Employer (7):	
Telephone No:	Employee Code/No:	Designation:	
Employment Period:		Manager's Name:	Manager's Contact No:
From:	To:		Manager's Email ID:
Agency Details (if temporary or contractual), provide details:		Reasons for leaving:	
Please tick mark the documents submitted for this employment: <input type="checkbox"/> Service Certificate <input type="checkbox"/> Relieving letter <input type="checkbox"/> Offer letter <input type="checkbox"/> None <input type="checkbox"/> Any Other Specify: _____			
<b>Please account for any and all employment gaps of more than 3 months:</b>			
From:	To:	Reason:	
Complete Address and Location:			
From:	To:	Reason:	
Complete Address and Location:			
From:	To:	Reason:	
Complete Address and Location:			
<b>Please account for any and all gaps of more than 3 months between last education and first employment</b>			
From:	To:	Reason:	

<b>Complete Address and Location:</b>		
<b>From:</b>	<b>To:</b>	<b>Reason:</b>
<b>Complete Address and Location:</b>		
<b>From:</b>	<b>To:</b>	<b>Reason:</b>
<b>Complete Address and Location:</b>		
<b>Please account for any and all gaps of more than 3 months between last Employment and Higher Education</b>		
<b>From:</b>	<b>To:</b>	<b>Reason:</b>
<b>Complete Address and Location:</b>		
<b>From:</b>	<b>To:</b>	<b>Reason:</b>
<b>Complete Address and Location:</b>		
<b>From:</b>	<b>To:</b>	<b>Reason:</b>
<b>Complete Address and Location:</b>		
<b>Complete Address and Location:</b>		
<b>Documents Required</b>		
<b><u>Education:</u></b> <ul style="list-style-type: none"> <li>• Photocopy of degree certificate and all mark sheets or consolidated mark sheet including all semesters/years.</li> </ul> <b><u>For Bangalore University:</u></b> <ul style="list-style-type: none"> <li>• A photo copy of both sides of Degree Certificate</li> <li>• Copies of Marks sheet/Grade card for all years of attendance</li> <li>• Name of college through which candidate has graduated</li> </ul> <b><u>Employment:</u></b> <ul style="list-style-type: none"> <li>• Photocopy of relieving / experience letter</li> </ul>		

## Letter of Authorization

### To whom it may concern

I hereby authorize Infosys Limited ("Infosys") and any of its representatives (NASSCOM approved Agency) to verify all the information provided in my application of employment and to conduct such enquiries as may be required by Infosys Limited to verify facts of all such information provided by me. I hereby declare that this authorization shall be valid till such time I remain an employee of Infosys.

I hereby authorize all Individuals, Private Establishments, Government Establishments/Agencies; Educational Institutions who may have information relevant to this enquiry to co-operate and disclose to Infosys and/or its representatives such information as may be required. I hereby release Infosys, all its personnel and representatives from any liability which could result, either directly or indirectly, from the disclosure of information by a third party to another party in response to such enquiries.

Further, I understand and accept that the background check reports may be reviewed by external/ internal auditors, for lawful purposes, from time to time as part of the customers obligations, to the extent permitted by the applicable laws in force and understand that all applicable privacy laws will be maintained, in such circumstances.

Signature:	
Name in Block Capitals:	
Date:	