# Background Verification Consent

Notice and consent for employees and candidates.

COMPANY

HR CONTACT EMAIL

## Employee or candidate

FULL NAME

EMAIL

EMPLOYEE ID (IF ANY)

PHONE

LOCATION

DATE OF BIRTH

FATHER'S / SPOUSE'S NAME

PAN

VERIFICATION AGENCY

ADDRESSES IN THE LAST 5 YEARS

## What this covers

The company, directly or through a verification agency, will check the information you gave during hiring. Checks are limited to those ticked by HR below and relevant to the role.

- Previous employers may be contacted only after you join, unless you agree below.
- You will be told if a check returns adverse information and given a chance to explain before any decision.
- Reports are kept confidential and used only for employment decisions.

- [ ] Education and certificates
- [ ] Previous employment
- [ ] Address (physical or digital)
- [ ] Identity and PAN
- [ ] Court records / police verification
- [ ] Credit history (finance roles only)

## Consent

- [ ] I authorise the checks ticked above and confirm the information I gave is true.
- [ ] You may contact my current employer before I join.

Data is processed under the Digital Personal Data Protection Act, 2023. You may ask HR for a copy of what is held about you, ask for corrections, and raise a grievance with HR or, if unresolved, the Data Protection Board of India.

**Employee or candidate**

SIGNATURE

PRINTED NAME

DATE

**Company**

SIGNATURE

PRINTED NAME

DATE