



BACKGROUND CHECK FORM

Experienced Professionals (EP)

Guidelines /Checklist

- Your Job Offer is subject to successful completion of Background Verification
- Fill-up the BGC Form completely and accurately with copies of all relevant supporting documents as proof
- 'Unable to Verify' due to incorrect or incomplete information furnished by you may lead to delays and/or unsuccessful completion of BGC
- Ensure consistency in information furnished by you initially in TCS Application Form

- (1) Tick on the boxes below before submitting the BGC form, ensuring that you have submitted all required documents.
(2) No BGC forms will be accepted in the absence of any of the required documents as mentioned below.

Mandatory General Requirements:

- Signed & Attached Document on General Consent to Background Investigation Letter (BGC Consent Letter enclosed within the BGC form)
- My recent Passport size photograph pasted at the appropriate place

Address Check & Criminal Check Requirements:

- Complete & Correct Address filled-in as required in BGC Form with Flat/Room No. clearly mentioned
- Prominent landmark near the address mentioned for easy location
- Self-attested & signed - Document for Address Proof submitted

- What could be submitted for Address Proof?
 - Proof for Present & Permanent Address to be attached
 - Provide Separate Proof, if address is different
 - Attach copy of any one of the following documents as Proof for Address

- (a) Ration Card (b) Electricity Bill (c) Landline Telephone Bill (Mobile ph bill not acceptable)
(d) House Lease Agreement

- If your Present Address / Address of Longest Stay in the last 7 years / Permanent Address is in **Mumbai / Thane City / Thane Rural / Pune**, submit the following documents:

- CID Form as applicable for the location – Filled-in with all details
- 2 Photos with my name written at the back of each photo
- Address Proof (any one of the following) - Copy of Ration card / Electricity bill/ Landline Telephone bill

- Address Proof – For House Lease Agreement

- Copy of Agreement submitted (*If Agreement signed between you and Owner*)
- Copy of Agreement + Declaration Letter in Stamp Paper from Agreement Holder (Blood Relation) stating that I am residing in the same address as mentioned in the Agreement (*If Agreement signed between your Family Member (Blood Relation) and Owner*)
- Letter from Society of the address (*If Agreement signed between any other person (Non-blood Relation) or you are staying in Bachelor's Accommodation*)

Note: For all House Lease Agreements, you should have stayed at least 6 months in the Address mentioned and the Agreement should be valid and within the expiry date



- Separate CID Form filled in & attached for each different address (For Applicants from Mumbai, Thane City, Thane Rural & Pune - Full Addresses and Signature given in each)
*Note: Forms not signed by the Applicant are not accepted by the Police for verification.
Applicants to report at Police station when called for as part of verification process by Police*

ID Check Requirements

- Self-attested & signed - Document for ID Proof submitted
- What could be submitted for ID proof?
(a) Valid Passport (b) Driving License (c) PAN Card (d) Voter's ID card

Reference Check Requirements – For each Reference

- References provided are either Supervisor/HOD / Professor / TPO/Person holding Responsible Position in a reputed Organization
- No Relatives/Friends to be mentioned
 - Reference to know Applicant for a minimum period of 2 years
- Full Name & Address of References provided legibly
- Contact email ID & telephone numbers of References provided
- Provide atleast two contact numbers

Educational Check Requirements

- Self-attested & signed – copies of Highest Degree /Provisional Degree submitted
- Self-attested & signed – copies of all Highest Degree mark sheets attached

Previous Employment Check Requirements:

- Self-attested & signed - Documents for all Previous Employment Proof submitted
- What could be submitted for Previous Employment Proof?
 - Relieving Certificate from your Previous Employer(s) - Mandatory
 - Experience Certificate & Salary Certificates – Last 3 months - Mandatory

If Current Employment is Active at the time of submitting this BGC form, submit:

(i) Salary Certificates – Last 3 months

Subsequent to resignation from Current Employer, submit

(i) Relieving Certificate(s) (ii) Experience Certificates(s)

Note: Your BGC Status will be Positive only after successful completion of employment checks Including your Current Employer

Gaps during Education / Employment Check Requirements:

- Self-attested & signed – Documents to explain gaps during Education/Employment
- What could be submitted as Proof for gaps during Education/Employment?
 - Medical records for gaps due to medical reasons
 - Affidavit with Notary Authorization for gaps due to other Personal reasons
- Applicant to please detach and destroy this checklist while submitting the completed BGC Form*



BACKGROUND CHECK FORM	Experienced Professionals (EP)	Paste your recent Passport Size Photo here
TCS Applicant ID:	TCS Employee #:	
Are you relieved from the services of the current Company (Immediate Last Employer) at the time of submitting this form to TCS? <p style="text-align: center;">Yes / No</p>		

TCS Offer Ref No./Date:		TCS Recruitment Branch:			
Designation:		Date of joining:			
Name of the Applicant (Full name expanding initials):					
Contact Landline Phone no.:	Mobile Phone no.	email id:			
Father's Name:					
Date of birth (Attach Proof):	Marital Status: Single / Married	Nationality:			
A. Present Residential Address : (Attach Proof)					
Period of Stay	From :	To:	Landmark:		
City/Town:	State:	Pin code:			
B. Other Residential Address: [Furnish other addresses of your residence in the last seven (7) years]					
Other Residential Address 1:		Other Residential Address 2:		Other Residential Address 3:	
From :	To:	From :	To:	From :	To:
City/Town:	City/Town:	City/Town:			
State:	State:	State:			
Pin code:	Pin code:	Pin code:			
Landmark:	Landmark:	Landmark:			
Attach Additional Sheet, if you have stayed in more than 3 Other Residential addresses (locations)					
C. Permanent Address: (Attach Proof)					
Period of Stay	From :	To:	Landmark:		
City/Town:	State:	Pin code:			
Contact Landline Phone no.:	Mobile Phone no.:				



A) Is any case pending against you in any court of Law at the time of filling up this Background Check Form?

Yes / No

B) Is any case pending against you in any University or any other educational authority / institution at the time of filling up this Background Check Form ?

Yes / No

C) If the answer to any of the above mentioned questions is 'Yes' give full particulars of the case /arrest / detention / fine / conviction / sentence / punishment etc. and / or the nature of the case pending in the Court / University / Educational Authority etc., at the time of filling up this form.(Attach additional sheet, if required)

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Reference Details:

Details	Reference 1	Reference 2
Reference Name <i>(No Relatives/Friends to be given as Reference)</i>		
Title & Designation: (Supervisor/Person holding responsible Position in a Reputed Organization.):		
Is the above mentioned Reference/ Supervisor from the current Company	Yes / No	Yes / No
Full Address (with Company Name):		
Contact details Official email ID:		
Landline Telephone No.:		
Mobile Phone No.:		
Period for which the Reference knows the Applicant (Minimum 2 years)		
Relationship with the Applicant (No Relatives/Friends)		

Passport Details (Attach Proof):

(i) Name as in Passport: _____	
(ii) Passport No : _____	(iii) Place of Issue : _____
(iv) Date of Issue : _____	(v) Date of Expiry : _____



Educational Qualifications (Attach Proof)

Name as in Certificate: _____

Qualification	Highest Degree	Qualification prior to Highest Degree
Mode of Education (Full time/Correspondence/Parttime):		
Name of Examination Passed (B.E./M.Tech, etc.):		
Specialization / Main Subjects:		
Name of Institute / College / University:		
Address: (Give Complete Address)		
Institute / College / University Details	City/Town:	City/Town:
	State:	State:
	Pin code:	Pin code:
	Landmark:	Landmark:
Office Landline Ph No.:		
Name of Affiliated University:		
Affiliated University Location:		
Date From:		
Date To:		
Seat No. / Roll No./ Regn No.:		
Year of Passing:		
% of marks & Class / Grade obtained:		



Employment Details (Starting from your Current/Immediate Last Employment) (Attach Proof):

Are you relieved from the Current Company (Immediate Last Employer) at the time of submitting this form?	Yes / No
If No, date planned to get relieved from this Company	Planned Relieving Date:
If No, is the Reference provided in Page 4 currently working for this Company?	Yes / No

	Current / Immediate Last Employment	Previous Employment 1
Previous Employer's Description		
Period	Date of emp. From: Date of emp. To:	
Employee Details	Designation: Employee #:	
	HR Name: HR Designation:	
HR Details	Office Landline Ph No.:	Do not provide Mobile Ph No
	Email:	Do not provide Mobile Ph No
Supervisor Details	Supervisor Name: Supervisor Designation:	
	Office Landline Ph No.:	Do not provide Mobile Ph No
	Email:	Do not provide Mobile Ph No
	Last drawn CTC:	
	Reasons for leaving:	
Employer Details	Employer Name:	
	Address: (Give Complete Address incl. Postal code, prominent landmark)	
	Town/City:	Town/City:
	State:	State:
	Pin Code:	Pin Code:
	Do not provide Mobile Ph No	Do not provide Mobile Ph No
	Is company currently functioning? Yes / No	Is company currently functioning? Yes / No



Previous Employer's Description		Previous Employment 2		Previous Employment 3	
Period of employment	Date of emp. From:				
	Date of emp. To:				
Employee Details	Designation:				
	Employee #:				
HR Details	HR Name:				
	HR Designation:				
	Office Landline Ph No.:		Do not provide Mobile Ph No		Do not provide Mobile Ph No
Supervisor Details	Email:				
	Supervisor Name:				
	Supervisor Designation:				
	Office Landline Ph No.:		Do not provide Mobile Ph No		Do not provide Mobile Ph No
	Email:				
Last drawn CTC:					
Reasons for leaving:					
Employer Details	Employer Name:				
	Address:				
	(Give Complete Address incl. Postal code, prominent landmark)				
	Town/City:			Town/City:	
	State:			State:	
	Pin Code:			Pin Code:	
Office Landline Ph No.:		Do not provide Mobile Ph No		Do not provide Mobile Ph No	
Company Status:		Is company currently functioning?	Yes / No	Is company currently functioning?	Yes / No



Previous Employer's Description		Previous Employment 4	Previous Employment 5	
Period of employment	Date of emp. From:			
	Date of emp. To:			
Employee Details	Designation:			
	Employee #:			
HR Details	HR Name:			
	HR Designation:			
	Office Landline Ph No.:	Do not provide Mobile Ph No	Do not provide Mobile Ph No	
	Email:			
Supervisor Details	Supervisor Name:			
	Supervisor Designation:			
	Office Landline Ph No.:	Do not provide Mobile Ph No	Do not provide Mobile Ph No	
	Email:			
Last drawn CTC:				
Reasons for leaving:				
Employer Details	Employer Name:			
	Address: (Give Complete Address incl. Postal code, prominent landmark)			
	Town/City:		Town/City:	
	State:	Pin Code:	State:	
	Office Landline Ph No.:	Do not provide Mobile Ph No	Do not provide Mobile Ph No	
	Company Status:	Is company currently functioning? Yes / No	Is company currently functioning? Yes / No	
	Note: (i) You may attach additional sheets, if required, to provide more details on your Previous Employments			



Declaration to be signed by the Applicant

In connection with my application to render services to Tata Consultancy Services Ltd (the "Company"), I hereby agree as follows:

GENERAL CONSENT TO BACKGROUND INVESTIGATION

I certify that the information furnished in this form as well as in all other forms filled-in by me in conjunction with my employment is factually correct and subject to verification by TCS. I accept that an appointment given to me on this basis can be revoked and/ or terminated without any notice at any time in future if any information has been false, misleading, deliberately omitted/ suppressed, failure to disclose information required or material change in the information provided which is not reported to TCS.

As a condition of Company's consideration of my application for employment with the Company , I hereby give my consent to the Company to investigate or cause to be investigated through any third parties my personal, educational and pre or post employment history,. I understand that this background investigation will include, but not be limited to, verification of all information given by me to the Company. I confirm that the Company is entitled to share such investigation report with its clients to the extent necessary in connection with the Services, which I may be required to provide to such clients. I confirm and undertake that the Company shall incur no liability or obligation of any nature whatsoever resulting from such investigation or sharing of the investigation results as above.

Signature : _____

Name : _____

Place : _____

Date : _____

TCS Offer No./ Date : _____



Gaps during Education/Employment (Attach Proof):

	From	To	Reasons for gap
Gap Period 1			
Gap Period 2			

DECLARATION (To be signed by the Applicant)

I certify that the information furnished in this form is factually correct and complete in all respects to the best of my knowledge and belief.

Place _____ Signature of Applicant _____

Date _____ Name _____



Please attach the following documents along with this Background Check Form:

- (a) Your recent Passport size photograph pasted at the appropriate place
- (b) Self-attested & Signed Copy of Identity Proof document:
 - Valid Passport / Driving License / PAN Card / Voter's ID card
- (c) Self-attested & Signed Copy of Address Proof document:
 - Ration card / Electricity bill / Landline Telephone bill /
 - House Lease Agreement + Related Documents as required
- (d) Self-attested & Signed Copy of Educational Certificates:
 - Highest Degree Certificate(s) /Provisional Degree Certificate(s)
 - Highest Degree Mark sheets of all exams
- (e) Self-attested & Signed Copy of Employment documents:
 - Previous Employment
 - (i) Relieving Certificate(s)
 - (ii) Experience Certificates(s)
 - (iii) Salary Certificates – Last 3 months
- (f) Self-attested & Signed – Documents to explain gaps during Education/Employment
 - Attach Affidavit with Notary Authorization for gaps

(Please refer Background Check Form Guidelines/Checklist in Sheet 1 & 2 for more details)

For Office Use Only:

Verified the following:

- 👍 BGC Consent Letter – signed & attached
- 👍 Recent Passport size photo pasted at the appropriate place
- 👍 BGC Form filled-in with all complete details
- 👍 Address & ID Proof documents self-attested, signed & attached
- 👍 Highest Degree Certificate(s)/Provisional Degree Certificate(s) – copies self-attested, signed & attached
- 👍 Highest Degree Mark sheets of all exams – copies self-attested, signed & attached
- 👍 Previous Employment documents – Relieving Certificates, Experience Certificates, Salary Certificates
- 👍 Documents to explain gaps during Education/Employment - attached

HR Recruitment Representative:

Name: _____ Emp # : _____ Signature : _____ Date: _____