**Employee Background Verification Form**

**[Company Name]**   
**[HR Department Contact]**

1. **Employee Personal Information**

|  |  |  |  |
| --- | --- | --- | --- |
| Full Name |  | Employee ID |  |
| Date of Birth |  | Address |  |
| Phone Number |  | Email Address |  |
| Position Applied / Held |  | Department |  |

**B. Consent & Authorization**

I hereby authorize [Company Name] to verify all information provided by me, including employment history, educational qualifications, criminal records, and other relevant background checks. I understand that the information obtained will be used solely for employment verification purposes.

**Employee Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. **Verification Checklist**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Verification Type** | **Details / Notes** | **Verified By (HR)** | **Date Verified** | **Status (✔/✖)** |
| Identity Verification (ID, Passport, etc.) |  |  |  |  |
| Address Verification |  |  |  |  |
| Previous Employment Verification |  |  |  |  |
| Educational Qualification Verification |  |  |  |  |
| Professional Certification Verification |  |  |  |  |
| Criminal Background Check |  |  |  |  |
| Credit / Financial Check (if applicable) |  |  |  |  |
| Driving Record Verification (if applicable) |  |  |  |  |
| Reference Check (Character / Professional) |  |  |  |  |
| Security Clearance / Work Eligibility |  |  |  |  |

**D. Verification Summary**

| **Remarks / Findings** | **Action Required** | **HR Manager Signature** | **Date** |
| --- | --- | --- | --- |
|  |  |  |  |
|  |  |  |  |

**E. HR Use Only**

* All checks completed: ☐ Yes ☐ No
* Candidate cleared: ☐ Yes ☐ No
* Comments: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Notes:**

* Attach supporting documents or verification reports.
* Keep all records confidential.