






FINAL REPORT

Name of the Client	M/s. XYZ Company	Date case received	01 December 2010
Name of the Candidate	Mr. Sharma	Date case verified	21 December 2010
Case Ref. Number	JK/RCL/001/20/12/2010	Verification Status	Verified Clear

Verified Clear		Major Discrepancy		Minor Discrepancy		Inaccessible		Insufficiency	
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EXECUTIVE SUMMARY

Service Requested	Verification Remarks
Employment Verification	Verified Clear

Components Verified	Verification Remarks
Address verification	Verified Clear
Education verification	Verified Clear
Employment verification	Verified Clear
Reference verification	Verified Clear
Criminal verification	Verified Clear

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DETAILED SUMMARY

Address Verification :

1. Address Verification:

Sl.No	Details Provided by the client	Details Verified
1	Address: 102,Devi Apartment, Brindavan Colony, A.S. Rao Nagar Hyderabad	✓
2	Ownership status : Not Provided	Own House
3	Period of Stay: Not Provided	10 years
4	Name of the Verifier : Ms. Sunitha, Candidate Wife	
5	Any additional comments: Met Mr. Srinivasa Rao, Neighbour and confirmed the stay.	

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Address Verification

Name of the Candidate: Mr. Shama.

Address: 102 - Devi Apartment
Prinivallam Colony
A.S. Rao Nagar, Hyderabad.

Address proof attached: Yes No

Date of Visit	Time of Visit	Person Met	Relationship	Period of stay	Residence status (Rental/Ownership/Paying-Guest Accommodation)
		<u>Prinivallam Colony</u>	<u>10</u>	<u>Years</u>	<u>OWN HOUSE.</u>

If the applicant or the applicant's family members are not available to verify the address then verification has to be obtained from below mentioned individuals only: **(Please tick the appropriate box)**

1. Neighbour Mr. Srikrishna Rao
2. Landlord/House Owner (Incase of a rented house or paying guest accommodation)
3. Warden/Verification Incharge (Incase of a hostel)

To be filled in case of Address Change

New Address of the Candidate: _____

City: _____ Pin: _____

New address proof attached: Yes No

STATUS: Verified Clear Insufficiency Not traceable Discrepancy

Name of the Field Associate: _____ Signature of the Field Associate: _____

Date: _____

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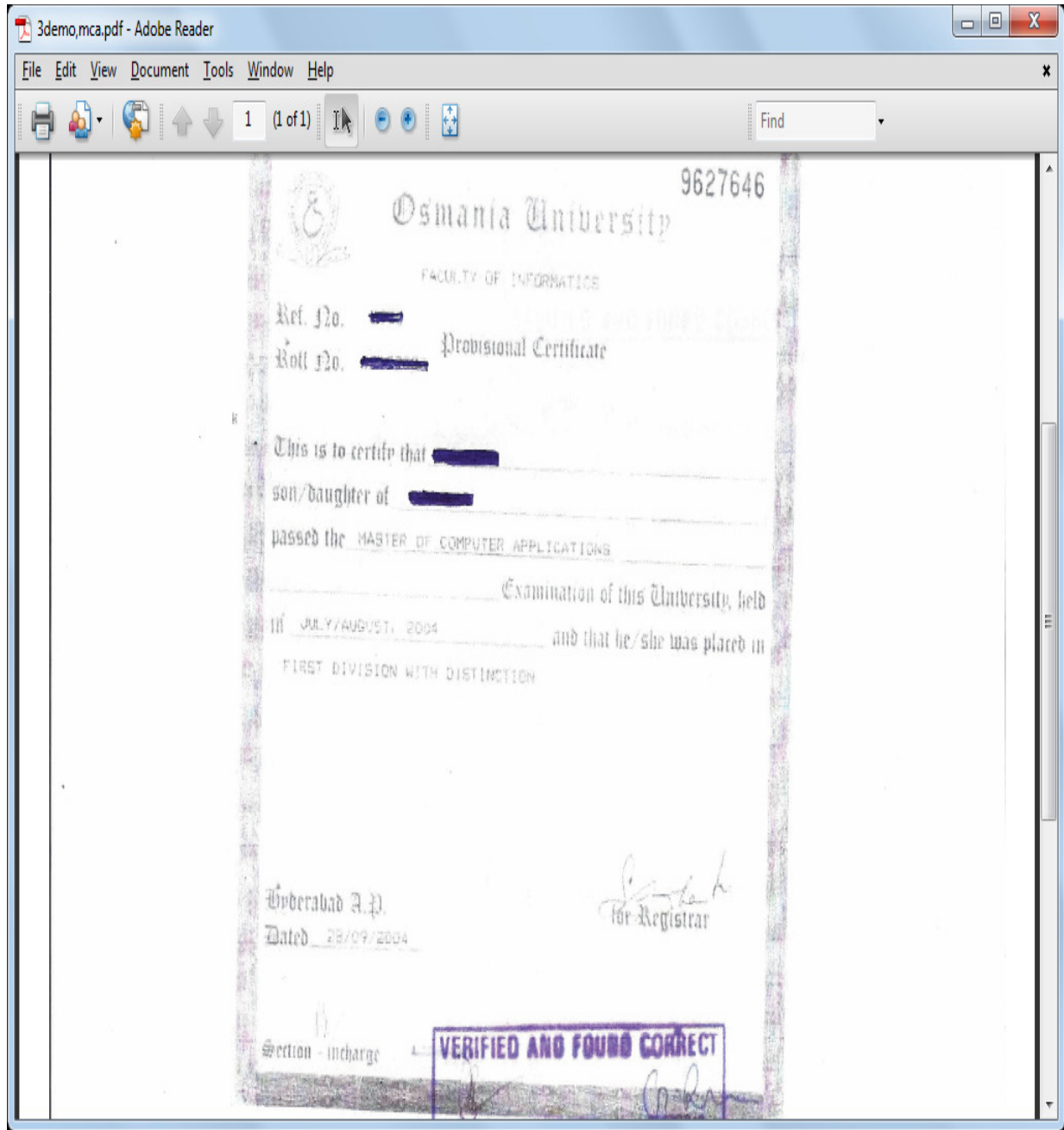
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Education verification :

Sl.No	Details Provided by the client	Details Verified
1	University : Osmania University, Hyderabad	✓
2	Degree: Master of Computer Applications	✓
3	Roll number : 9627648	✓
4	Year of Graduation: November 2004	✓
5	Verifier By : Register's office	
6	Verified Status : Verified Clear – Copy attached.	

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1. Employment Verification

Details provided by the Candidate	Details provided by the HR
Name of the Organization: XYZ company Begumpet Hyderabad	✓
Candidate's Designation: Manager – Admin & Facilities Management	✓
Period of Employment: 18 November 09 – 22 June 10	✓
Salary: INR 29,030 per month (Gross Salary)	✓
Reporting Manager's Name: ---	Mr. Rao
Reporting Manager's Designation: ---	General Manager - Human Resources
Reason for Leaving the Organization: ---	Personal
Eligibility for rehire (Based on job performance)	Yes
Any issues during the candidate's tenure in the Organization :	No
Verified by: Mr. Srinivasa - Human Resources	
Additional comments: A written confirmation is attached.	
Email Id : Srinivas :[srinivas.hr@xyzcompany.com]	
Contact details : 040-2715876	

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The screenshot shows an Outlook email window titled "FW: Employment Verification of Mr.Sharma - Message (HTML)". The email content is as follows:

Dear Sir,

JantaKhoj is acting on behalf of a client to provide Pre-Employment Screening Services. Kindly verify the following information provided by a prospective employee who claims past employment with your organization (XYZ Company-Begumpet Hyderabad).

Name: Mr. Sharma

Designation: Manager – Admin & Facilities Management correct

Period of Employment: 18 November 09 – 22 June 10 correct

Salary: INR 29,030 per month (Gross Salary) correct

Reporting Manager's Name & Designation: Please Specify Mr. Rao, General Manager - Human Resources

Reason for leaving the organization: Personal correct

Eligibility for rehire (Based on job performance): Yes/No correct

Any issues during the candidate's tenure in the organization: Yes/No correct

Verified by: Mr. Srinivasa - Human Resources

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Reference verification:

Reference feedback of Mr.Sharma

Reference's Name: Mr. Bharat

Reference's Designation: Area Head – Manager

Reference's Organization: XYZ Company

Sl. No.	Questions	Feedback
1	How do u know the Candidate and since how long?	2 years
2	How are the Candidate's communication & interpersonal skills?	Good
3	Do you recall her educational credentials?	Not-Sure
4	Do you recall her employment background?	No
5	How is her attitude towards works?	Good
6	How effective is the Candidate in getting results and meeting objectives?	Good
7	What are the Candidate's personal / professional strengths?	Good communication,
8	What are the Candidate's personal / professional weaknesses?	Not found
9	Is she a reliable and honest person (i.e., towards work and in general)	Honest person
10	Any additional comments	Good and hard working person

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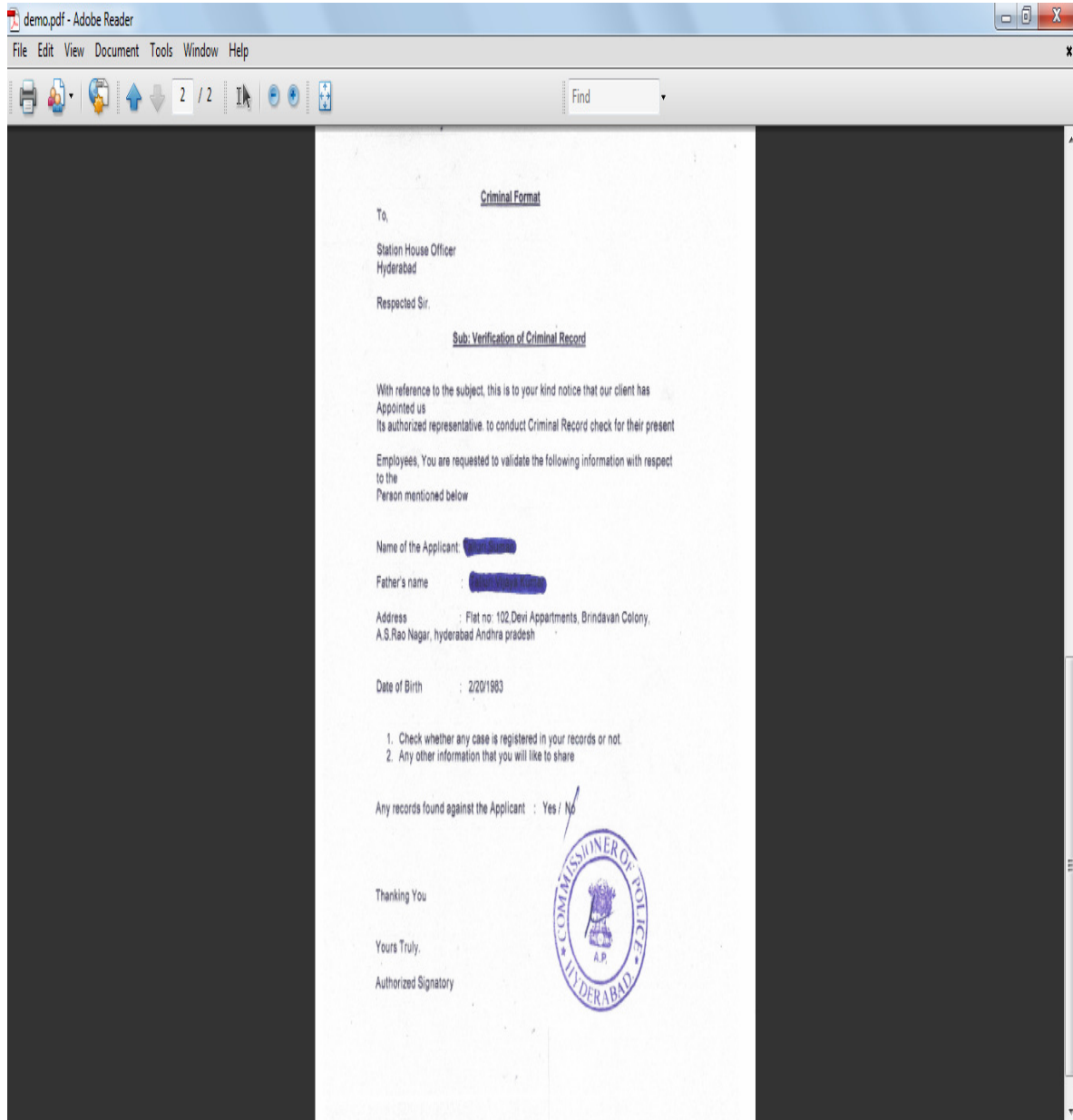
Criminal verification:

2.Criminal Verification:

Sl.No	Details Verified	
1	Date of Birth :	20-02-1983
2	Father Name:	Mr.Malliah
3	Address:1	102,Devi Apartment, Brindavan Colony, A.S. Rao Nagar Hyderabad
4	Verified By: The Commissioner's Office, Hyderabad	
5	Any additional comments: No Criminal Records found against the candidate Copy of written confirmation attached.	

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