

Background Check - Undertaking

Employee Name			
Applicant ID		Employee ID	
Designation		Date of Joining	

Dear Sir/Madam,

This is in reference to the Offer of Employment made to me by Capgemini Technology Services India Limited ('Capgemini India') based on my credentials that I have shared with the Company while applying for interview / meetings / discussions thereof.

As part of my Employment Offer Letter and its 'Conditions of hire', I have agreed that I will submit relevant documents as mandated by the Company.

I am aware of the fact that the validity of the Offer of Employment and my continued employment with Capgemini India is subject to clearance of Background Verification. If in the event I fail to submit the required documents (that were already communicated to me or any additional documents as may be requested later by Capgemini India), to enable Capgemini India to complete my Background Verification process in line with Capgemini India's policy and practices.

I undertake to submit the below documents to the HR Department within _____(Days) / _____ (Date) to Capgemini India.

Required Documents:

➤ **Education Documents:** *(Applicable only for Fresher's)*

Qualification Name: _____

☐ Final Year Mark sheet ☐ Degree Certification ☐ Provisional Certificate

➤ **Employment Documents:** *(Applicable only for Previous Employment)*

Company Name _____

☐ Service certificate ☐ Relieving letter ☐ Form 16
☐ Bank Statement ☐ Last 3 months' payslip

Employee Declaration:

I declare that the above declared information is correct & also I am aware that Capgemini India can take appropriate action as per the company policies if they find any negative remarks / antecedents against me pertaining to my Background Verification.

Signature of the Employee