

## **Background Check - Undertaking**

<b>Employee Name</b>			
<b>Applicant ID</b>		<b>Employee ID</b>	
<b>Designation</b>		<b>Date of Joining</b>	

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**