

REZORCE~CHECK™ DOCUMENT CHECKLIST

PHASE	PURPOSE	DOCUMENTS REQUIRED
INTERVIEW PHASE	VALIDATE EMPLOYER	RESUME
	REDUCE RESUME PADDING	RESUME [PERSON'S CONTACT NUMBERS]
	VALIDATE PERSON	ONE OR MORE OF: 1. DRIVING LICENSE & STATE 2. PAN CARD OR PAN NUMBER & DATE OF BIRTH 3. RATION CARD NUMBER & STATE 4. VOTER ID NUMBER & STATE <u>[PLEASE NOTE THAT WE NEED ONLY NUMBERS AND STATE AND NOT A SCAN OF THEIR IDS]</u>
POST INTERVIEW PHASE – AFTER RELEASE OF CONDITIONAL OFFER	360 DEGREE ROLE BASED VERIFICATION	ROLE BASED VERIFICATION FORMAT
	PERSONALITY VERIFICATION	ROLE BASED VERIFICATION FORMAT
POST COMPLETION OF RBV [BACKGROUND VERIFICATION]	IDENTITY	ONE OR MORE OF: 1. DRIVING LICENSE & STATE 2. PAN CARD OR PAN NUMBER & DATE OF BIRTH 3. RATION CARD NUMBER & STATE 4. VOTER ID NUMBER & STATE 5. ADHAAR NUMBER & STATE 6. PASSPORT SCAN COPY <u>[PLEASE NOTE THAT WE NEED ONLY NUMBERS AND STATE AND NOT A SCAN OF THEIR IDS]</u>
	PERMANENT ADDRESS	COMPLETE POSTAL ADDRESS PLUS ONE OR MORE OF: 1. PASSPORT SCAN COPY 2. RATION CARD NUMBER & STATE 3. VOTER ID NUMBER & STATE OR FAMILY VOTER ID 4. ELECTRICITY BILL SCAN COPY
	LOCAL ADDRESS	COMPLETE POSTAL ADDRESS PLUS 1. ONE OR MORE OF ABOVE 2. RENTAL AGREEMENT
	EDUCATION	1. X STANDARD MARKS CARD 2. XII STANDARD MARKS CARD 3. DEGREE CERTIFICATE 4. DIPLOMA CERTIFICATE
	EMPLOYMENT	FOR ALL EMPLOYMENT 1. SERVICE LETTER OR EXIT LETTER FOR LAST EMPLOYMENT, ONE OR MORE OF 1. 3 LAST PAYSLIP 2. FORM 16 SCAN COPY 3. BANK STATEMENT

PLEASE NOTE:

1. You can request the candidate to send all Employment Verification documents after completion of Role Based Verification, except the last employment documents
2. We will complete the background verification, except the last employment pending the candidate joining the company
3. The last employment verification can be completed within three days of the candidate joining the job
4. You can also share the background verification particulars as above on his joining the company.