

SL. No.

Telephone \_\_\_\_\_  
Reply should be addressed to

Quoting :- \_\_\_\_\_

Date :- 2010

The Commissioner / SP / DC. of  
Police Station - \_\_\_\_\_  
Tal - \_\_\_\_\_  
Dist. - \_\_\_\_\_  
State - \_\_\_\_\_

### VERIFICATION OF CHARACTER AND ANTECEDENT OF

**EMPLOYED AS** \_\_\_\_\_ **WITH** \_\_\_\_\_

### DETAILS OF EMPLOYEE / DOMESTIC HELP

1. Name of the Domestic help / Employee (With Alias, if any) \_\_\_\_\_
2. Father's Name \_\_\_\_\_
3. Mother's Name \_\_\_\_\_
4. Place & Date of Birth \_\_\_\_\_
5. Language spoken \_\_\_\_\_
6. Permanent address \_\_\_\_\_ Vill \_\_\_\_\_  
PO. \_\_\_\_\_ PS. \_\_\_\_\_ District \_\_\_\_\_  
State \_\_\_\_\_ Country \_\_\_\_\_ Tel. \_\_\_\_\_
7. Details of identification proof like Ration Card / Driving Licence / I card, if any  
\_\_\_\_\_
8. Name & address of the Gram Pradhan \_\_\_\_\_
9. Local address \_\_\_\_\_
10. Name & address of previous employer in Siliguri \_\_\_\_\_  
\_\_\_\_\_ Tel. No. \_\_\_\_\_
11. Date since when employed \_\_\_\_\_

**12. A specialization obtained in which area of domestic help like :-**

- i) Cooking \_\_\_\_\_
- ii) Dusting & Utensil cleaning \_\_\_\_\_
- iii) Out door works \_\_\_\_\_
- iv) Attending guest / visitors \_\_\_\_\_
- v) Attending Phone calls \_\_\_\_\_
- vi) Any other (Please specify) \_\_\_\_\_

**13. DESCRIPTION OF EMPLOYEE / DOMESTIC HELP**

- i) Height \_\_\_\_\_ ii) Built \_\_\_\_\_ iii) Eyes \_\_\_\_\_
- iv) Hairs \_\_\_\_\_ v) Complexion \_\_\_\_\_ vi) Tattoo mark \_\_\_\_\_
- vii) Other identification marks \_\_\_\_\_
- viii) Deformity or peculiarity if any \_\_\_\_\_
- ix) Pet words of speech \_\_\_\_\_
- x) Physical Built \_\_\_\_\_
- xi) Hand writing specimen \_\_\_\_\_
- xii) Signature of the employee / servant \_\_\_\_\_

14. Name & Local address of relative & friends \_\_\_\_\_

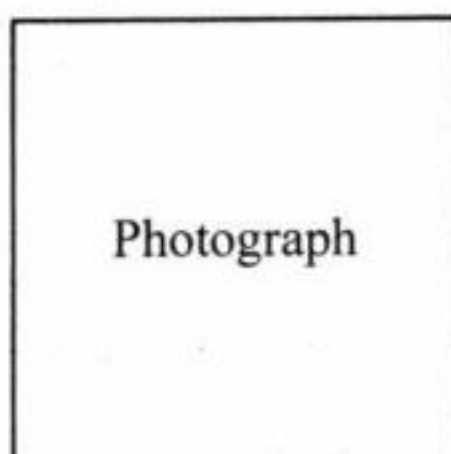
**15. INTRODUCED BY :-**

Name, Address & Telephone \_\_\_\_\_

**Signature of Employer**

It is requested that the character and antecedent of abovementioned person be verified

Thanking you



Yours faithfully

Name :

Father's Name :

Vill. :

P.S. :

Dist. :