

This certification is issued to The DataFlow Group

NOTE: Questions marked with * are REQUIRED fields in any case. If there is no possible answer, please write a sentence explaining the issue in front of the field.

DOCUMENT AUTHENTICITY		
Candidate Name*:		
Date of Verification*:		
1	Place an X mark in the box to the right based on the document submitted by the candidate	Yes No
	1.1 Is the document genuine and issued by your organization?*	
<i>If you selected Yes in Section 1.1, please proceed in completing section 2 and 3 only.</i> <i>If you selected No in Section 1.1, please continue completing sections 2 and 4 of this form.</i>		
VERIFIER DETAILS		
Please enter the details of the authorized individual who provided the verification below		
2	2.1 Name of Verifier*	
	2.2 Designation*	
	2.3 Department*	
	2.4 Contact Number*	
	2.5 Email Address*	
	2.6 Seal/ Stamp*	

EMPLOYMENT DETAILS		
Please specify the following employment details based from your record. Place an X mark in the box to the right.		
3.1 Nature of Employment* (please specify whether employment is Full Time, Part Time, Online)	☐	Full Time
	☐	Part Time
	☐	Online
3.2 Is the candidate permitted to work with another organization while employed at your organization?*	☐	Yes
	☐	No
3.3 Is the position held by the candidate requiring professional license?*	☐	Yes
	☐	No
3.4 Please specify the relieving date / employment end date if the candidate is no longer employed in your organization.* (Indicate Currently Employed when candidate is still employed in your organization)		
3.5 ADDITIONAL EMPLOYMENT DETAILS		
1st Employment*	Start Date of Employment	
	End Date of Employment	
	Designation	
2nd Employment (only fill if applicable)	Start Date:	
	End Date:	
	Designation	
NON-AUTHENTIC DETAILS (FILL ONLY IN CASE PRESENTED DOCUMENT IS FAKE OR CONTAINS WRONG INFORMATION)		
Place an X mark in the box before section 4.1 and 4.2 to specify why the certificate is not genuine.		
4	4.1 Certificate of Employment was not issued by our organization.	
	Please provide explanation why you deemed that the certificate was not genuine and was not issued by your organization.	
	4.2 Certificate was issued by our organization but	

	detail(s) are incorrect	
	<i>Please select which detail(s) are incorrect by placing an X mark to the right of items below and then enter the correct details to the right based from your record.</i>	
	4.2.1 Job Title is incorrect	
	4.2.2 Start Date of Tenure is incorrect	
	4.2.3 End Date of Tenure is incorrect	
	4.2.4 Signatory of the document is not authorised to provide a Letter of Employment	
	4.2.5 Signature of the signatory is not authentic	
	4.2.6 Format/Letterhead and/or contact number is not used by the organization	

Guidelines to fill the Form

1. Please clearly fill all the details to the best of your knowledge as these details will be used for future employment of the candidate and may hinder the candidate's hiring process.
2. In the first section please mention date of verification, candidate's full name as per records and mark the authenticity of document as either genuine or not.
3. In the second section, please mention the signatory's/verifier's name, designation, department, contact number and email number along his/her signatures and official seal/stamp.
4. In the third section, specify employment type (full-time, part-time, etc.), permission for other jobs, any required license, employment dates (START AND END), job title, and note any gaps. If still employed, state this clearly. If records are missing, state "Records not Available. "
5. Any **info, sign or stamp** not clearly mentioned would be considered invalid.
6. Kindly stamp and sign from **authorized official** to perform the task.
7. If any detail is not available, kindly mark as "Records Not Available."
8. In case any detail is not available because of a specific requirement **please mention the reason in the relevant field.**
9. In case the certificate is not issued by the institution or details are not correct please specify these details in column 4, these details are necessary requirements for finding the authenticity of the document and maybe used to take further necessary decision regarding employment of the candidate.