

## Pre-Employment Screening (PES) Checklist

Please provide at one document for each of the 5 checks below for your Pre-Employment Screening. You may present the same document for more than one check if it is listed more than once.

*For example; you may present your passport (with embedded photograph) for PORTW, POI and POR. This is because "Passport (with embedded photograph)" is listed under all 3 checks.*

If you're unable to provide a listed document for one of the checks, or have any questions, please speak to your Candidate Partner immediately.

### Proof of right to work (PORTW)

- Passport (with embedded photograph), or
- Work Permit (with embedded photograph), or
- PAN Card (with embedded photograph), or
- Voters' ID Card (with embedded photograph)

### Proof of identity (POI)

- Passport (with embedded photograph),
- Driving Licence (not provisional / temporary and with embedded photograph), or
- PAN Card (with embedded photograph), or
- Voters' ID Card (with embedded photograph)

### Proof of residency (POR)(document needs to be in your name)

- Passport, or
- Driving Licence, or
- Voters' ID Card, or
- Utilities Bill (gas / electricity / water / fixed line broadband bill / fixed line telephone only – not mobile), or
- Bank / Credit Card Statement, or
- Bank Loan document (personal / housing / education / consumer durables only) , or
- Insurance Policy or Correspondence, or
- Tenancy Agreement / Hostel Receipt, or
- Society Maintenance Bill / Confirmation Letter, or
- Vehicle Registration Document, or
- Ration / Family Card, or
- Valid Proof of Address Card issued by the Govt of India, Dept of Posts, or

### Proof of activity (POA) (any three documents from the below mentioned list)

#### Employment

- Experience / Service Certificate, or
- Offer / Appointment letter, or
- Salary Revision Letter, or
- Relieving Letter or Acceptance of Resignation Letter, or
- Confirmation of Employment Letter

#### Job Search

- Evidence of redundancy / retrenchment, or
- Evidence of job applications and correspondence (including declines), or
- Formal registration with an employment agency

#### Family

- For childcare activity: child's Birth Certificate

#### Health

- For gaps in employment due to medical reasons: letter from recognised medical practitioner / hospital

#### Study

- For students only: Online transcript / Education Marksheet / Passing Provisional Certificate / Degree Certificate / Receipts / Registration slip / Letter / Statement / Matriculation Card – issued by the University / College / Professional Education Institute

### Education

- Final Degree Certificate / Education Marksheet / Highest Education Certificate/ Passing Provisional Certificate