

# DOMESTIC SERVANT/EMPLOYEE VERIFICATION FORM

## PART I

SL. No. \_\_\_\_\_ POLICE STATION \_\_\_\_\_ DISTRICT \_\_\_\_\_

### DETAILS OF SERVANT/EMPLOYEE

1. Name of the Servant/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 \_\_\_\_\_ P.S \_\_\_\_\_ District \_\_\_\_\_

State \_\_\_\_\_ Country \_\_\_\_\_ Tel. \_\_\_\_\_

7. Details of identification proof like Ration Card/Driving Licence/I.Card, if any \_\_\_\_\_

\_\_\_\_\_

8. Name & Address of the Sarpanch \_\_\_\_\_

\_\_\_\_\_

9. Local Address \_\_\_\_\_

\_\_\_\_\_

10. Name & address of previous employer in Delhi

\_\_\_\_\_

\_\_\_\_\_ Tel. No. \_\_\_\_\_

11. Date since when employed

\_\_\_\_\_

Photograph of  
Servant/Employee

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

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

**13. DESCRIPTION OF EMPLOYEE**

- (i) Height \_\_\_\_\_ (ii) Built \_\_\_\_\_ (iii) Eyes \_\_\_\_\_
- (iv) Hairs \_\_\_\_\_ (v) Complexion \_\_\_\_\_ (vi) Tatoo Marks \_\_\_\_\_
- (vii) Other identification Marks \_\_\_\_\_
- (viii) Deformity or peculiarity if any \_\_\_\_\_
- (ix) Pet words of speech \_\_\_\_\_ (x) Physical Built \_\_\_\_\_
- (x) Handwriting specimen \_\_\_\_\_
- (xi) Signature of the employee/servant \_\_\_\_\_

14. Name & Local Address of Relatives & Friends in Delhi \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**15. INTRODUCED BY:-**

Name, Address & Telephone No. \_\_\_\_\_  
\_\_\_\_\_

**16. DETAILS OF EMPLOYER**

Name, Address & Telephone No. \_\_\_\_\_  
\_\_\_\_\_

**Signature of the Employer**

**PART – II - A**

**FINGER PRINT IMPRESSION OF EMPLOYEE/SERVANT**

**(voluntarily given to the employer)**

**(To be filled up by Employer only)**

1. Full name with aliases \_\_\_\_\_
2. Father's or husband's Name \_\_\_\_\_
3. Address \_\_\_\_\_  
\_\_\_\_\_
4. Police Station Sl. No. \_\_\_\_\_

**FINGER PRINT IMPRESSION OF SERVANT/EMPLOYEE**

<b>RIGHT HAND</b>				
<b>Right Thumb</b>	<b>Right Index</b>	<b>Right Middle</b>	<b>Right Ring</b>	<b>Right Little</b>

<b>LEFT HAND</b>				
<b>Left Little</b>	<b>Left Ring</b>	<b>Left Middle</b>	<b>Left Index</b>	<b>Left Thumb</b>

**Signature of employee**

**Signature of employer**

**PART II – B**

**RIGHT HAND IMPRESSION OF THE SERVANT/EMPLOYEE**

Plain prints of four fingers & thumbs taken simultaneously

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**(Voluntarily given to the employer)  
(To be filled up by Employer only)**

**Signature of employee**

**Signature of employer**

**PART II – C**

**LEFT HAND IMPRESSION OF THE SERVANT/EMPLOYEE**

Plain prints of four fingers & thumbs taken simultaneously



**(Voluntarily given to the employer)  
(To be filled up by Employer only)**

**Signature of employee**

**Signature of employer**

