

CHINA EMPLOYMENT VERIFICATION REPORT (Sample)

Client	Sample International Limited
Client Reference No.	123456XXX
Type of Report	Normal
Date of Order:	2012-7-5
Date of Delivery	2012-7-9
Product Code	086020612

Subject	Qin X X 秦 XX
CBI Individual No.	I20100317001
Identity No.	XXX101721001XXXXXX

With the consent and awareness of the appointer or the Subject person, we have been appointed to verify the education, professional and employment records of the Subject person. All the information contained in this report is legally obtained.

<input type="checkbox"/> “---” in this report indicates “unavailable” due to insufficiency of information or “no comments”。

I. EXECUTIVE SUMMARY

	Given Information	Result
Subject	秦 XX	Correct
Identity Number	XXX101721001XXXXXX	Correct
Employment	Beijing XXX Limited	Correct
Employment	Shanghai XXX Limited	Correct

II. INVESTIGATION

1. Personal Particulars:

Identity Verification			
	Given Information	Result	Comment / Annotation
Name	秦 XX	Correct	-
Identity Number	XXX101721001XXXXXX	Correct	-

Personal Particulars		
Name	秦 XX (Qin XX)	This photo has been used for ID card application
Gender	Male	
Date of Birth	1972-10-1	

2. Employment Details:

The employment verification covers the Subject's working experience for the latest five years with a maximum of three employment records.

Result of Employment Verification (Beijing XXX Co., Ltd.)			
Former Employer	Beijing XXX Co., Ltd.		
Verified By	Li Hao	Reference Source	Provided by applicant
Gender	Male	Relationship	Former colleague
Department	HR Department	Known Subject	2 Years
Position	Supervisor		
Date of Verification	2012-7-6 (p.m.)		
Remarks	-		
Verification	Given Information	Result	Comment / Annotation
Former Employer	Beijing XXX Co., Ltd.	Correct	-
Country	China	Correct	-
Dates Employed	2007-12 to 2009-6	Correct	-
Position	Marketing Manager	Incorrect	Marketing and Planning Manager
Responsibilities	Market promotion	Correct	-
Last Salary	RMB 15,000	Correct	-
Last Bonus	2% of annual sales	Incorrect	1.5% of annual sales
Remuneration	None	Correct	-
Subordinate	10-15	Correct	-
Reason for Leaving	Recruited by another company	Correct	-
Remarks	-		
General Evaluation	Item	Evaluation	
	Best Merit	Good communication skills	
	Worst Weakness	Hasty and impatient	
	Labour Disputes	No	
	Violation of Rules and Regulations	No	
	Training Agreement(s)	No	
	Non-Competition Agreement(s)	No	
	Sufficient Notice for Leaving	Yes	
	Willingness to Recommend	Yes	
	Other Comments	-	

Result of Employment Verification (Beijing XXX Co., Ltd.)			
Former Employer	Beijing XXX Co., Ltd.		
Verified By	Liu Ming	Reference Source	Investigation
Gender	Male	Relationship	Former superior
Department	Marketing	Known Subject	2 Years
Position	Vice President		
Date of Verification	2012-7-6 (p.m.)		
Remarks	-		
Verification	Given Information	Result	Comment / Annotation
Former Employer	Beijing XXX Co., Ltd.	Correct	-
Country	China	Correct	-
Dates Employed	2007-12 to 2009-6	Correct	-
Position	Marketing Manager	Incorrect	Marketing and Planning Manager
Responsibilities	Market promotion	Correct	-
Last Salary	RMB 15,000	Correct	-
Last Bonus	2% of annual sales	Incorrect	1.5% of annual sales
Remuneration	None	Correct	-
Subordinate	10-15	Correct	-
Reason for Leaving	Recruited by another company	Correct	-
Remarks	-		
General Evaluation	Item	Evaluation	
	Best Merit	Creative	
	Worst Weakness	Impulsiveness	
	Labour Disputes	No	
	Violation of Rules and Regulations	No	
	Training Agreement(s)	No	
	Non-Competition Agreement(s)	No	
	Sufficient Notice for Leaving	Yes	
	Willingness to Recommend	Yes	
	Other Comments	Good career prospect expected under patient training	

Result of Employment Verification (Shanghai XXX Co., Ltd.)			
Former Employer	Shanghai XXX Co., Ltd.		
Verified By	Li Mei	Reference Source	Provided by applicant
Gender	Female	Relationship	Former colleague
Department	HR Department	Known Subject	1 Year
Position	Supervisor		
Date of Verification	2012-7-6 (p.m.)		
Remarks	-		
Verification	Given Information	Result	Comment / Annotation
Former Employer	Shanghai XXX Co., Ltd.	Correct	-
Country	China	Correct	-
Dates Employed	2009-7 to 2012-6	Correct	-
Position	Marketing Director	Correct	-
Responsibilities	Market Planning	Correct	-
Last Salary	RMB 20,000	Correct	-
Last Bonus	3% of annual sales	Incorrect	2% of annual sales
Remuneration	None	Correct	-
Subordinate	20-25	Incorrect	-
Reason for Leaving	Recruited by another company	Correct	-
Remarks	-		
General Evaluation	Item	Evaluation	
	Best Merit	Good Leadership skills	
	Worst Weakness	Not found	
	Labour Disputes	No	
	Violation of Rules and Regulations	No	
	Training Agreement(s)	No	
	Non-Competition Agreement(s)	No	
	Sufficient Notice for Leaving	Yes	
	Willingness to Recommend	Yes	
	Other Comments	-	

Result of Employment Verification (Shanghai XXX Co., Ltd.)			
Former Employer	Shanghai XXX Co., Ltd.		
Verified By	Guan Xin	Reference Source	Investigation
Gender	Female	Relationship	Former superior
Department	Market Planning Department	Known Subject	1 Year
Position	Vice President		
Date of Verification	2012-7-9 (p.m.)		
Remarks	-		
Verification	Given Information	Result	Comment / Annotation
Former Employer	Shanghai XXX Co., Ltd.	Correct	-
Country	China	Correct	-
Dates Employed	2009-7 to 2012-6	Correct	-
Position	Marketing Director	Correct	-
Responsibilities	Market Planning	Correct	-
Last Salary	RMB 20,000	Correct	-
Last Bonus	3% of annual sales	Incorrect	2% of annual sales
Remuneration	None	Correct	-
Subordinate	20-25	Incorrect	15-20
Reason for Leaving	Recruited by another company	Correct	-
Remarks	-		
General Evaluation	Item	Evaluation	
	Best Merit	Good sense of market analyzing	
	Worst Weakness	Have to improve punctuality	
	Labour Disputes	No	
	Violation of Rules and Regulations	No	
	Training Agreement(s)	No	
	Non-Competition Agreement(s)	No	
	Sufficient Notice for Leaving	Yes	
	Willingness to Recommend	Yes	
	Other Comments	-	

3. Conclusion:

No detrimental records were found with the applicant involved during the investigation. The given information for verification is generally equivalent to the search results. The result of the employment screening of Qin XX is satisfactory.

*****End of Report*****

Note: The results from our analysis, investigation and verification are based on the information as provided by the appointer and the Subject. It is possible that some real situations may not be revealed from this report due to insufficient information.

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