

PART 1 - TO BE COMPLETED BY APPLICANT

APPLICANT NAME _____ POSITION _____
NAME OF REFERENCE _____ TITLE _____
REFERENCE COMPANY _____ PHONE # _____
Employment Dates Start Date _____ End Date _____
Position At Hire _____
Last Position Held _____
Summary of Duties _____

Authorization and Consent to Reference Check

I hereby authorize without reservation, any party or agency contacted by this employer or agent of this company, to furnish the above mentioned information. Furthermore, I hereby release any persons giving or receiving any such information for any purpose related to my employment from any liability as a result of such contacts.

SIGNATURE OF APPLICANT

PRINTED NAME _____ DATE _____

PART 2 - TO BE COMPLETED BY INDIVIDUAL CONDUCTING THE REFERENCE VERIFICATION

Dates Verified Yes No Start Date _____ End Date _____
Title At Hire _____ Last Title _____
Position Duties _____
Compensation Start Rate _____ End Rate _____
Other Compensation _____

Attendance/Punctuality Satisfactory Unsatisfactory
Relationship with Co-workers Satisfactory Unsatisfactory
Eligible for Rehire Yes No
Recommend for this position Yes No

REFERENCE ADDITIONAL COMMENTS:

COMPLETED BY: _____ DATE _____

FUTURE ACTION Recommend for Hire No Further Interest
 Additional Interview Other Action _____

ADDITIONAL INTERVIEWS _____ DATE(S) _____