

EMPLOYEE REFERENCE CHECK

To:	FROM:
COMPANY	COMPANY
ADDRESS	ADDRESS
ATTENTION	NAME
TITLE	TITLE
PHONE	PHONE

TO BE FILLED OUT BY APPLICANT

I have made application for employment with the above listed employer. I hereby request and authorize you to furnish the above listed employer with any information concerning my employment record, character, habits and ability. I do hereby release the addressed entity and all individuals concerned from any claims, suits and liabilities for any damage whatsoever resulting from their actions and conduct in responding to this request and the giving of such information.

Name While in Your Employ _____

Social Security Number _____

Dates of Employment _____ to _____

Start Position _____ Dept. _____

Salary _____ Per _____ Immediate Supervisor _____

End Position _____ Dept. _____

Salary _____ Per _____ Immediate Supervisor _____

Signature _____

TO BE FILLED OUT BY PREVIOUS EMPLOYER

Was the applicant employed by your company? Yes No

Is all the information stated above correct? Yes No

If no, what is incorrect?

What were the applicant's responsibilities?

PLEASE RATE THE APPLICANT'S PERFORMANCE IN THE FOLLOWING AREAS.

	ABOVE AVERAGE	AVERAGE	BELOW AVERAGE	COMMENTS
Attendance				
Cooperation				
Job Knowledge				
Initiative				
Productivity				
Reliability				
Quality of Work				

What are the applicant's strong points?

What are the applicant's weak points?

Would you rehire the applicant? Yes No Why?

What was the applicant's reason for leaving?

ADDITIONAL COMMENTS:

Completed by: _____ Date: _____

Company: _____

If the Phone/Mail/Reference Check Form, after completion, contains information on the medical condition or history of an employee, then it must be maintained in a separate medical file and treated as confidential in accordance with applicable law and regulations.