

Reference Check

Company name _____

Return address _____

I _____ hereby give my permission to _____ to verify
(applicant name) (company name)
my past employment history with my previous employers. Please release all information necessary regarding my past employment history.

(Applicant Name)

(Social Security Number)

Applicant Data:

Was employed by your company? ____ Yes ____ No Employment Dates: _____ to _____

Starting Position: _____ Starting Salary: _____

Ending Position: _____ Ending Salary: _____

Applicant's Responsibilities: _____

Reason for leaving:: _____

Rate the applicant's performance by using the following scale: 1 lowest - 5 highest rating

Performance/Skills	Rating	Comments
Attendance		
Attitude		
Cooperation		
Job Skills		
Initiative		
Productivity		
Reliability		
Quality of Work		

Would you rehire the applicant? ____ Yes ____ No

Comments: _____

Completed by: _____

Date Completed: _____