

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)** _____