

APPLICANT REFERENCE

CHECK SECTION 1 – TO BE COMPLETED BY APPLICANT

CLIENT COMPANY _____

APPLICANT NAME _____

POSITION _____

NAME OF REFERENCE _____

TITLE _____

REFERENCE COMPANY _____

PHONE # _____

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 _____

SECTION II – TO BE COMPLETED BY THE INDIVIDUAL CONDUCTING THE REFERENCE CHECK

Employment Dates Start _____ End _____

Position at Time of Hire _____

Last Position Held _____

Position Duties:

Attendance/Punctuality Satisfactory Unsatisfactory

Relationship with Co-workers Satisfactory Unsatisfactory

Reason for Leaving _____

Final Pay Rate \$ _____

Eligible for Rehire Yes No

Recommended for This Position Yes No

ADDITIONAL COMMENTS

COMPLETED BY _____

DATE _____

FUTURE ACTION Recommended for Hire

No Further Interest

Additional Interview

Other Action _____