

Employment Reference Check

We would appreciate your help in verifying the information below regarding an applicant for employment who has previously been associated with your company. We assure you that all information is confidential and will be treated as such in our personnel files. Below is an Authorization to Release Information signed by the applicant.

The information below has been provided to us by the applicant. Please make any necessary corrections.

Name: _____ **Social Security Number:** _____

Final Base Salary: \$ _____ **Job Title:** _____

Dates of Employment: From _____ to _____

Reason for Separation: _____

Authorization to Release Information:

Signed

Date

Please complete information below

Is the applicant eligible for rehire? Yes _____ No _____

If no, why not? _____

Please review and rate the applicant in the following areas:

	Outstanding	Above Average	Average	Below Average	Unsatisfactory
Quantity of work					
Quality of work					
Cooperation					
Attendance					
Initiative					

Reviewed by:

Signed (Name & Title)

Date