



REFERENCE VERIFICATION

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) _____