



## EMPLOYMENT VERIFICATION AND REFERENCE CHECK

Candidate's Name: \_\_\_\_\_

Company Verifying Information: \_\_\_\_\_

Person Verifying Information: \_\_\_\_\_ Relationship: \_\_\_\_\_

Dates of Employment: \_\_\_\_\_

Eligible for Rehire? Yes or No If no, why? \_\_\_\_\_

Are you aware of any sexual, legal, or moral misconduct of any kind on the part of this applicant? (This inquiry pertains to conduct of any nature, whether related to work or other situations). \_\_\_\_\_

***Rate The Following:***

	Excellent	Good	Fair	Poor
Attendance	_____	_____	_____	_____
Quality of Work	_____	_____	_____	_____
Quantity of Work	_____	_____	_____	_____
Attention to Detail	_____	_____	_____	_____
Knowledge of Work	_____	_____	_____	_____
Response to Supervisor	_____	_____	_____	_____
Ability to Work With Others	_____	_____	_____	_____
Dependability	_____	_____	_____	_____

What are the candidate's strengths? \_\_\_\_\_

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What are the candidate's weaknesses? \_\_\_\_\_

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General Comments \_\_\_\_\_

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Signature of Interviewer: \_\_\_\_\_ Date: \_\_\_\_\_