



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? _____

What are the candidate's weaknesses? _____

General Comments _____

Signature of Interviewer: _____ Date: _____