

SECTION I - TO BE COMPLETED BY APPLICANT

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 INDIVIDUAL CONDUCTING THE REFERENCE CHECK

Employment dates Start: _____ End: _____
 Position at time of hire _____
 Last position held _____
 Position duties _____

Attendance/Punctuality Satisfactory Unsatisfactory

Reason for leaving _____

Final rate of pay \$ _____

Eligible for rehire Yes No

Recommend for this position Yes No

ADDITIONAL COMMENTS:

COMPLETED BY _____ **DATE** _____

FUTURE ACTION Recommend for Hire No Further Interest
 Additional Interview Other Action _____