

Pre-Employment Reference Request
Company _____

Reference: _____ Title: _____

 _____ Relationship to Candidate _____

Candidate: _____ Social Security #: _____

The above individual has applied for employment with our company and has listed your company as one of his/her past employers. The signed release located at the bottom of this form authorizes your company to provide answers to the following questions while protecting you from legal liability.

Dates of Employment: from _____ to _____ Is that correct? _____

Eligible for Rehire: _____ Explanation? _____

Position(s) Held: _____ Rate of Pay: _____ Is that correct? _____

Nature of Work/Job Responsibilities: _____

What were his/her most outstanding attributes? _____

What were his/her areas needing development? _____

How would you rate his/her conduct in the workplace: (please ✓ frequency of behavior)

	<u>Always</u>	<u>Frequently</u>	<u>Occasionally</u>	<u>Never</u>
Interacts professionally with management	_____	_____	_____	_____
Works well w/ others to accomplish tasks	_____	_____	_____	_____
Supports and defends company policies	_____	_____	_____	_____
Produces work of expected quality	_____	_____	_____	_____
Is flexible in work schedules	_____	_____	_____	_____
Demonstrates good attendance	_____	_____	_____	_____
Is prompt for shifts as scheduled	_____	_____	_____	_____
Follows all security/safety procedures	_____	_____	_____	_____
Does not possess nor use illegal drugs	_____	_____	_____	_____
Is trustworthy with company property	_____	_____	_____	_____

Please comment on those items marked "Occasionally" and "Never." _____

Would you recommend this candidate? _____ If No, Why not? _____

Authorization to Release Information

I authorize each of my former employers to answer the above questions and to release all records of my employment, including performance evaluations, as requested by the above listed company in connection with my application for employment with that company. I release my former employers from any and all liability for providing this information.

applicant signature

date

witness signature

date

Instructions for Pre-Employment Reference Request

Introduction: *This form was designed to assist you in the hiring process. To avoid legal action, most companies have developed a “say nothing” policy when giving references concerning past employees. Telephone references, for this reason, sometimes prove ineffective because the only information given is dates of employment and confirmation of wages. This form, however, allows the reference to give more useful information because your potential employee authorizes the exchange of this information by signing a waiver beforehand.*

Note: Sunwest Employer Services Inc., recommends that reference checks be conducted before hiring ANYONE. This form is intended for mailing purposes, however, you may be able to receive this information over the telephone. It is strongly suggested that you not give this information during a telephone interview when you are supplying the reference. You are only protected from legal liability if the candidate signs the release prior to the reference check. It is important that you actually see the signature before supplying any reference you give.

1. Print your company name at the top of the form. A line is provided for you.
2. Print the name of the person supplying the reference and their address on the lines provided. (Leave the space for their Title and Relationship to the Candidate blank for the reference to fill in.)
3. Print the name and social security # of the potential employee.
4. From the employment application, fill in the Dates of Employment.
5. From the employment application, fill in the Position Held and Rate of Pay.
6. Have the potential employee read over the form, including the waiver at the bottom, and sign their whole name on the line labeled “applicant signature” and print the date.
7. Sign your name on the line labeled “witness signature” and print the date.
8. Mail this form with a self-addressed stamped envelope to the Reference at the address listed at the top of the form. (Since you are requesting that this person take the time to complete and return this information, it is courtesy that you pay postage).