

Pre-Employment Reference Check / Former Employer (Phone)

Did the candidate check the box on the application stating it was ok to contact this employer? Y / N

[Name of Reference] -

[Title of Reference] -

[Employer Name] -

[Employer Phone Number] -

Regarding: (Candidate's Name) -

"We are contacting you to verify employment. _____ has applied for employment with our organization for the position of _____ and I am trying to complete employment verification as soon as possible so that we can move forward in the hiring process. Are you able to help me with that?"

Name of person verifying information? _____

Title of person verifying information? _____

"Could you please help me to verify the following information?"

[Title] - "What was (name of candidate) _____ Job Title?" OR "It says here on their application they were a _____ (state the job title listed on the employment application) while employed at your company. Is that accurate?" Y / N

[Primary Job Duties] - "What were they responsible for in their job?"

[Supervisor's Name] - "Who did they directly report to?" OR "It says here on their application their supervisor's name was _____. Is that correct? Y / N

[Dates of employment] – "What was their date of Hire?" (Month/Year): _____ "...and their last day of employment?" (Month/Year): _____ OR "_____ (Name) states on their employment application; they started on _____ and left on _____ is that correct?" Y / N

[Base Salary or hour rate] – "Could you please help me to verify what _____ was making at the time of separation from employment?" \$ _____ per hour / week / month/ year

OR "This is what they have written on their employment application; they started at \$_____per ____ and left making \$_____per_____ is that correct?" Y / N

[Quality of work] "Would you say _____ (name) produced **high/ medium /or low** quality work in their most recent position?" (Circle one)

"Was it a voluntary or involuntary separation of employment?" V / I

"What was the reason for separation?"

"Would _____ (name) be eligible for rehire?" Y / N

"If Yes, why?"

Above information was completed by:

Printed Name:

Title:

Signature:

Date:

**Should the employer ask for documentation from the job applicant that gives permission for them to release salary (or other) information, make a copy of the signature page of the application and send it to them along with this sheet.*