

Former Employer Information *(Completed by manager conducting reference check)*

Dear Former Employer,

The individual listed below has applied for employment with our organization. It is our practice to verify employment and obtain reference information for every person who works at our company. This is an important step in our employment process and we would appreciate your responses to the questions below (see front and backside). Your former employee named below has released your organization from all liabilities associated with this reference. Please let us know if you have any questions or if you would like to discuss any information concerning this individual. Thank you. My contact information is:

Amazon Hose & Rubber Company
 ATTN: Human Resources Manager
 4105 Seaboard Road
 Orlando, FL 32808
 Phone (407) 843-8190 • Fax (407) 218-6986
humanresources@amazonhose.com

Applicant Release to Provide Reference Information *(Completed by applicant)*

I understand that all of my former employers, including the employer named below, will be contacted for a reference. I hereby give consent to any and all prior employers of mine to provide information with regard to my employment, my performance, my conduct, my departure from their business, and other job-related information. I release each from any and all claims or liabilities arising from my application for employment with Amazon Hose & Rubber Company.

Applicant's Printed Name _____

Position Applying For _____

Applicant's Signature _____ **Date** _____

Employment Verification *(Shaded sections completed by applicant)*

Company:	Telephone
Contact Person:	Date of Call:
Relationship to Candidate:	

Dates Employed: From _____ (mo/day/yr) To _____ (mo/day/yr)

Position at Time of Separation: _____

Earnings at Separation: \$_____ Per Week Month Year

If you had the chance, would you rehire this individual? Yes No

If not, why? _____

OVER FOR QUESTIONS

Reference Questions

1. Describe this person's primary responsibilities at your company.
2. How would you rate this person in terms of reliability? *(Use scale of 1 to 5 with 1 = not reliable and 5 = very reliable)* _____
How would you rate this person in terms of trustworthiness? _____
3. Describe this individual's safety habits on the job.
4. Since none of us is perfect, please describe some of his/her shortcomings.
5. How did this individual treat managers? Customers? Was he/she respectful?
6. What was this individual's greatest accomplishment?
7. Did you ever have to discipline this individual for an act of violence? Harassment? Discrimination? Theft? Misconduct? Excessive absenteeism? Poor performance? Ethical breach? Safety infraction?
8. Did this person follow directions well?
9. Did he/she maintain an acceptable appearance at work?
10. Describe the impression this person made on your customers.
11. Did this person abide by and show respect for company policies?
12. Describe this individual's relationships with co-workers, managers, and customers.
13. Is there anything else about this individual that you believe would be helpful for us to know in making our hiring decision?
14. If this person was a manager, please describe his/her management strengths and weaknesses.
15. Who else would you suggest we talk to in order to learn more about this candidate's work life? *(Name/Contact Information)*

Certification *(Completed by individual conducting reference check)*

- I obtained the information noted above.
- I called the reference source noted above but was unable to obtain any information. I left phone messages on the following dates:
Date and time of the first attempt _____ Voicemail **OR** Message left with _____
Date and time of the second attempt _____ Voicemail **OR** Message left with _____
- I spoke to the reference source noted above, but he/she refused to provide any information.

Signature of Individual Conducting Reference Check _____ **Date** _____