

Applicant Reference Check



Date: _____

To whom it may concern:

The applicant below has submitted an application for employment with our firm. Please verify employment and rate the performance of this candidate below. Please return by fax or mail to:

Pine Haven Christian Home
531 Giddings Avenue
Sheboygan Falls, Wisconsin 53085

Attention: Human Resources
Fax: (920) 467-1123
Phone: (920) 467-2401 x153

To be completed by applicant:

Applicant's name: _____ Dates of employment: from _____ to _____

Previous employer name: _____

Address: _____

Contact person: _____ Phone _____

I request and authorize the previous employer listed above to complete this reference check.

I release my previous employer and all persons and organizations from all claims and liabilities of any nature arising from any information provided pursuant to this request.

Applicant's Signature: _____ Date: _____

To be completed by former employer:

Dates of employment: from _____ to _____ Position title: _____

Rate of pay (weekly/biweekly/salary): _____

Reason for leaving: _____

Would you re-employ this applicant? Yes No Why not? _____

Please give your rating of this applicants attendance: Exceeded Expectations Met Expectations Below Expectations

Please give your overall rating of this applicant: Exceeded Expectations Met Expectations Below Expectations

The information I have given is accurate to the best of my knowledge.

Information received from: _____ Date: _____

Authorized Signature: _____ Title: _____