

Employee Reference Check

Print Employee Name: _____

Employee Signature: _____

Company to contact: _____

Name to contact: _____

Phone# _____

Fax# If known _____

OFFICE USE ONLY

_____ Is Seeking Employment with our company. It is our policy to ask for references prior to employment. Please complete this form for our records & Sign below. We would Greatly Appreciate your assistance

PLEASE VERIFY EMPLOYMENT DATES:

From: _____

to: _____

Eligible for rehire? YES NO

Comments:

Information was received by Phone E-mail Fax

Title

(HR Department)

Date: _____